

REQUEST FOR ONE PERCENT SALARY INCREASE FOR FULL-TIME EMPLOYEES

DATE: _____ HAVE YOU PREVIOUSLY RECEIVED
A ONE PERCENT INCREASE?
NAME: _____ YES DATE: _____
EMPLOYEE ID: _____ NO
DATE OF HIRE: _____

FSCJ COLLEGE CREDIT COURSES, FSCJ NON-CREDIT COURSES, OR DEGREE EARNED

To qualify you must have completed 8 credit hours with a grade of “C” or better, completed 120 non-credit hours, or earned an initial college degree or a higher-level degree from a regionally accredited institution within the fiscal year. A transcript must accompany your request. Your request for increase must be received in the Human Resources Department prior to the first of the month to be reflected on the 23rd paycheck. (Example: Paperwork received 02/08 – One Percent Increase effective 03/01 – Payroll Date 03/23). For more information regarding One Percent rules and procedures please refer to APM 03-0911.

THE FOLLOWING COURSES HAVE BEEN APPLIED TOWARD THE ONE PERCENT SALARY INCREASE:

| COURSES (use additional sheets, if necessary) | CR HRS | NON CR HRS | MM/DD/YYYY COMPLETED |
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| Total hrs. applied (15 non-credit hrs. = 1 credit hr.) | | | |

A transcript must accompany your request

Employee Signature _____

BELOW FOR HR & OD USE ONLY

Human Resources Department **Date**

Verified Credit Courses/Degree **Date**

Effective Date: _____

Payroll Date: _____

Current Annual: _____

Amount of Increase: _____

New Annual: _____

Additional Requirements: annual evaluation review required for degrees earned from another regionally accredited institution