

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 IN FULL TIME POSITION: _____

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. Employees are eligible for a 1% increase once every (3) years from the date of the last increase regardless of how it was earned. 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 (OR LIST THE DEGREE EARNED):

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

Employee Signature _____

BELOW FOR HR & OD USE ONLY

Human Resources Department _____ Date _____

Verified Credit Courses _____ Date _____

Effective Date: _____

Payroll Date: _____

Current Annual: _____

Amount of Increase: _____

New Annual: _____