Florida Community College at Jacksonville

REQUEST FOR ONE PERCENT SALARY INCREASE FOR COURSES TAKEN AT FCCJ

NAME:_____ **DATE:**_____

SS# :_____ **HAVE YOU PREVIOUSLY RECEIVED A 1% INCREASE? YES___DATE_____ NO___**

COLLEGE CREDIT COURSES/NON CREDIT COURSES

To qualify you must have completed 8 credit hours w/a grade of "C" or better or have completed 120 non credit hours. You may attain these qualifications by taking FCCJ credit and/or non credit courses, including FCCJ sponsored workshops and seminars, in any combination that equates to 8 credit hours. Proof of completion must be attached- transcripts for credit and non credit coursework and certificates for workshops/seminars. All courses and workshops must have been completed after June 1994. Your request for increase must be received in the Human Resources Department prior to the first of the month in order to be reflected on the 23rd paycheck. (Example-Paper work received 05/06/97-One Percent Increase effective 06/01/97-Payroll Date 06//23/97).

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

COURSES	CR HRS	NON CR HRS
TOTAL HRS APPLIED (USE ADDITIONAL SHEETS, IF NECESSARY) (15 NON CR HRS = 1 CR HR)		

_____ _____

HUMAN RESOURCES DEPARTMENT **DATE**

EFFECTIVE DATE: _____ **PAYROLL DATE:**_____
FROM STEP: _____ **TO STEP:**_____
SEMI-MONTHLY:_____ **SEMI-MONTHLY:**_____
ANNUAL: _____ **ANNUAL:**_____