

Fairbanks North Star Borough School District

FEA REQUEST FOR SALARY CHANGE

Requests must be submitted to the Human Resources Office no later than 45 days after the start of each new semester. Credits must be earned prior to the first day of the semester (see Article 102 of the Negotiated Agreement). Salary increase will be for a full year or full second semester, whichever is applicable, however, the increase will be divided equally between paychecks remaining in the school year.

Name:			Request movement to: □ B+18 □ B+36 □ M+18 □ M+36 □ M+L	
Employee(F) #			Effective School Year: Semester:	
School / Dept:				
School / Dept.			□ Bachelor □ Master	
Teaching Assignment (Subject/Grade):			Date highest degree conferred:	
			Month/Day/Year	
Request form & transcripts must be submitted as a complete packet. I understand no change can be made without official transcripts. Please			ase	
follow transcript submission guidelines identified on the district website. See Human Resources – Transcript Submission			Degree earned from (university/college):	
**Courses previously used for advance need not be listed. Credits earned must conform to the FEA Negotiated Agreement.				
No see S.C. Horse Marine M	Dates	Course	Nor-Academic / PD (APU 5000-5999) (UA 500-5999) (UA 500-5999) (UA 500-6799) Verified by HR	
Name of College/University	Attended	Number	Non-Academic / Non-Academic / Non-Sco-5999) UA 500-599) UA 500 level or high	
			No No No No No No No No	
	TOTAL	CREDITS		
TOTAL CREDITS				
1st Semester Contract	Hours	Grade,	Daily Salary	
Days	Per day	Step	Per Diem	
2 nd Semester Contract Days	Hours Per day	Grade, Step	Daily Salary Per Diem	
Adjusted Salary \$				
Human Resources Technician	Dat	te	Human Resources Manager Date	