



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 M+18 M+36 M+L
Employee(F) #: Effective School Year: Semester: 1st Semester 2nd Semester
School/Dept: Highest degree earned: Bachelor Master
Position: Date degree conferred: Month/Day/Year
I understand no change can be made without official transcripts. Please follow transcript submission guidelines identified on the district website. See Human Resources - Transcript Submission All documents must be submitted as a complete set for processing
Major/minor field of study:
University where awarded:

\*\*Courses already used for advancement need not be listed. List total number of credits from previous salary change in appropriate columns. Credits earned must conform to the FEA Negotiated Agreement.

Table with columns: Name of College/University, Dates Attended, Course Number, Title, Non-Academic or PD credits (APU 5000-5599) (UA 500-599), Upper Div. Credits (300-400), Graduate Credits, HR Verify. Includes a row for TOTAL CREDITS with an arrow pointing right.

HR USE

Table with columns: 1st Semester, 2nd Semester, Contract days, Grade/Step, Hours/day, Per Diem, Salary. Includes a Recommended Salary box and signature lines for Human Resources Technician and Human Resources Manager.