**Erindi til:**

Samstarfsnefndar FÍN og ríkisstofnunarinnar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b.t. Félags íslenskra náttúrufræðinga

Borgartúni 6

105 Reykjavík

Reykjavík,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nafn mitt er: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, kt. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vinnustaður og staða í skipuriti: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Næsti yfirmaður: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_ Ég óska hér með eftir að Félag íslenskra náttúrufræðinga taki fyrir erindi mitt á samstarfs-nefndarfundi tafarlaust þar sem:**

**\_\_\_\_** Fyrir liggur að fulltrúi/yfirmaður hefur neitað erindi mínu og þess vegna vísa ég hér með erindi mínu til samstarfanefndar.

\_\_\_\_ Fyrir liggur að fulltrúi/yfirmaður hefur ekki svarað erindi mínu eða neitar að taka afstöðu til erindisins þrátt fyrir ítrekaðar beiðnir þess efnis og þess vegna vísa ég hér með erindi mínu til samstarfanefndar.

\_\_\_\_ Annað:

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**Um erindið:**

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**Ferill máls milli aðila:**

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**Laun** (fyllið út þá þætti sem nauðsynlegt er að liggi fyrir við úrlausn málsins):

Röðun i grunnlaunaflokk samkvæmt stofnanasamningi \_\_\_\_\_

Starfsbundnir þættir: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Persónubundnir þættir: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Aðrir þættir: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hver er þín viðbótarmenntun: \_\_ BS próf 120 honours, \_\_\_MS próf, \_\_\_Doktorspróf,

Önnur menntun: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annað: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Starfslýsing** (sé hún nauðsynleg við úrvinnslu málsins)**:**

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**Eftirfarandi gögn eru afhent í málinu** (hakið við þau gögn sem fylgja erindinu) :

\_\_ Ráðningarsamningur/ar

\_\_ Starfslýsing eldri/ný

\_\_ Launaseðlill/ar,

\_\_ Bréf/Tölvupóstur

\_\_ Annað

Frekari upplýsingar um meðfylgjandi gögn:

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**Undirskrift**

**Um samstarfsnefnd ríkisstofnunar og Félags íslenskra náttúrufræðinga:**

Hvor aðili um sig getur kallað nefndina til starfa. Beina skal erindi til gagnaðila með skriflegum hætti. Gagnaðili skal koma á samstarfsnefndarfundi svo fljótt sem auðið verður en þó ekki síðar en fjórum vikum eftir að erindið berst. Samstarfsnefnd skal svara erindum innan 5 vikna frá því að þau voru fyrst borin formlega fram á fundi nefndarinnar.

**Fyllist út af félagi:**

Erindi var sent til samstarfsnefndar þann: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Erindið var tekið fyrir á fyrsta fundi samstarfsnefndar þann: \_\_\_\_\_\_\_\_\_\_\_\_

Erindi var lokið í samstarfsnefnd þann: \_\_\_\_\_\_\_\_\_\_\_\_\_

Ofangreindum aðila var tilkynnt um niðurstöðu samstarfsnefndar þann: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Athugasemdir:**

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