

## Frequently Asked Questions

**Q: I believe I should be receiving Incentive Pay, whom should I contact?**

A: If your position is covered under the AESOP Bargaining Unit and you have submitted your application (PBSD 2367) for the Incentive Award Program, email Latoya Bunche at:

[Latoya.Bunche@palmbeachschools.org](mailto:Latoya.Bunche@palmbeachschools.org)

**Q: I have my college and/or inservice transcripts, where do I send them?**

A: Official transcripts, Adult Education documentation and \*inservice point printouts should be sent to the Compensation & HR Planning department (see address in brochure).

\*Inservice point printouts for **renewals** can be sent, via District Pony mail, to: AESOP Educational Incentive Award Coordinator, Research & Evaluation, FHESC, B-228

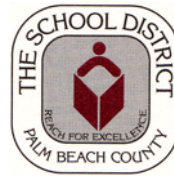
Check out our website at:

[www.palmbeachschools.org/compensation](http://www.palmbeachschools.org/compensation)

Choose the **AESOP** tab

For general information,  
contact our  
HR Customer Call Center  
**434.8777 (PX 48777)**  
**877.477.3722**  
**Fax: 561.357.1176**

[AskHR@palmbeachschools.org](mailto:AskHR@palmbeachschools.org)



*The School District of Palm Beach County prohibits discrimination against students, employees, and applicants on the basis of religion, race, ethnicity, national origin, color, sex, marital status, age, parental status and disability in any of its programs, services or activities.*

## Compensation & HR Planning

Attention: Incentive Award  
3300 Forest Hill Blvd., A-115  
West Palm Beach, FL 33406

11/4/2011

## AESOP Educational Incentive Award Program



## Compensation & HR Planning

Division of  
Human Resources  
School District of  
Palm Beach County

## What Is the Educational Incentive Award Program?

According to the terms of the Association of Educational Secretaries and Office Professionals (AESOP) Bargaining Agreement with the School District of Palm Beach County, non-instructional employees may be eligible to receive incentive pay if they meet certain criteria based on years of service, inservice points, college credits, and adult/vocational hours.



## How Much Does It Pay?

Basic Level IA	\$200
Basic Level IB	\$300
Standard Level II	\$400
Advanced Level IIIA	\$500
Advanced Level III	\$600

### Professional Level Incentives

CPS	\$600
Associate Degree	\$1000
Bachelor Degree	\$1500

## How Do I Qualify?

- Apply by the June 30th deadline (PBSD 2367).
- Employees must have been employed for at least two consecutive years in order to apply for the **minimum** award which is the Basic Level IA incentive.
- Earn college credit hours from an accredited college or university.
- Earn Inservice points and/or Adult Education hours appropriate to the level for which you would like to apply.
- Earn an Associate's or Bachelor's Degree from an accredited college or university to qualify for the Professional Level incentive.

★★ **New employees can only apply for the Professional Level incentive. ★★**

**See the Bargaining Agreement for detailed information on qualifying criteria:**

[www.palmbeachschools.org/  
laborrelations/laborcontracts](http://www.palmbeachschools.org/laborrelations/laborcontracts)

## What Do I Do to Receive Incentive Pay?

### Submit the following

- Incentive Award Application (PBSD 2367)
- Official Transcript showing degree awarded/conferred date (in sealed envelope)
- Printout of Inservice points\* and/or Adult Education hours
- Submit the above to: Compensation & HR Planning, Attention: Incentive Award, FHESC, A-115

\*For renewals, submit Application and copy of inservice points to: AESOP Educational Incentive Award Coordinator, Research & Evaluation, FHESC, B-228



## How Do I Receive Incentive Pay ?

Once the Compensation & HR Planning Department has completed processing your Incentive Award Pay request, a letter with your status will be sent to you via US mail. If the request was approved, the award will be paid in November.