

Frequently Asked Questions

Q: I believe I should be receiving Advanced Degree Pay. Whom should I contact?

A: If you are a current employee and have submitted your transcript(s) for Advanced Degree Pay and you currently aren't receiving Advanced Degree Pay, email Jody Johansen at: Johanse@palmbeach.k12.fl.us.

Q: I just received my degree. Where should I send my transcript?

A: You may have the original transcript (showing the date the degree was awarded) sent to:

*Compensation & HR Planning
Attention: Advanced Degrees
3300 Forest Hill Blvd., A-115
West Palm Beach, FL 33406*

If you have the original transcript sent to your home address, you may send it through the District's pony mail system to:

*Compensation & HR Planning
Attention: Advanced Degrees
FHESC, A-115*

If you would like to drop off your transcript, we are located in the Compensation office in Suite A-115.

Check out our website at:
www.palmbeachschools.org/compensation

For General
HR Information,
don't forget our new
HR Customer Call Center:
434.8777 (PX 48777)
877.477.3722



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 educational activities and services and employment practices.

Compensation & HR Planning

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

Phone: 561.434.8777
Fax: 561.357.1176
AskHR@palmbeach.k12.fl.us

Revised 10/20/10

Advanced Degree Pay

NBU Non-Instructional



Compensation & HR Planning

Division of Human Resources
School District of
Palm Beach County

What Is Advanced Degree Pay for NBU employees?

NBU (Non-Bargaining Unit)

Non-Bargaining Unit employees are eligible for Advanced Degree Pay for degrees above the degree required for the position. The degree must be related to the employee's current job assignment or a future job assignment in the District to which the employee aspires. The supplement for the advanced degree will be equal to the difference between the degree level held by the employee and the degree requirements outlined in the job description. Advanced Degree Pay is paid out over the fiscal year in equal increments.

How Much Does It Pay?

Staff		
Doctorate	up to	\$5,000
Double Master's	up to	\$3,400
Specialist	up to	\$3,400
Master's	up to	\$2,500
Miscellaneous		
Master's	up to	\$2,500
Bachelor's	up to	\$1,500
Associate's	up to	\$1,000
Confidential		
Bachelor's	up to	\$1,500
Associate's	up to	\$1,000
CPS	up to	\$600

What Do I Do to Receive Advanced Degree Pay?

New Employees

- Fill out the Advanced Degree form at New Employee Orientation (NEO); or
- Submit PBSD 2276 to the Compensation & HR Planning Department (see back of brochure for address); or
- Submit original transcript showing degree awarded/conferred date (in sealed university envelope) to the Compensation & HR Planning Department if the transcript is not already on file.

Current Employees

- Submit original transcript(s), in the sealed university envelope to the Compensation & HR Planning Department (see back of brochure for address).
- Request Advanced Degree Pay via email to Jody Johansen at johanse@palmbeach.k12.fl.us. Indicate if transcript is already on file with the District.



How Do I Receive Advanced Degree Pay?

Once the Compensation & HR Planning Department has completed processing your Advanced Degree Pay request, a confirmation letter will be sent to you. If the request was approved, notification will be sent to the Payroll Department to process the payout of your Advanced Degree Pay.

Advanced Degree Pay is divided among the employee's paychecks and will show up as a line item on the paycheck.



How Do I Know If I'm an NBU Employee?

Non-Bargaining Unit Employees:

Confidential: Confidential, Legal, School, and Executive Secretaries.

Miscellaneous: Analysts, Coordinators, Facilitators, some Technician Positions, etc.

Staff: Accountants, Chiefs, Inspectors, Managers, Directors, Specialists, etc.

Principals and Assistant Principals