

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 Master's Degree. Where should I send my transcript?

A: You may have the original transcript sent to:

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

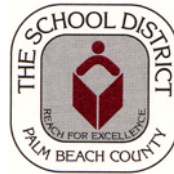
If you have the original transcript sent to your home address, you may send it through the District's pony mail system to:

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

If you would like to drop off your transcript, you may come to the Compensation office in Suite A-115.

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

For General
HR Information,
contact our
HR Customer Call Center:
434.8777 (PX 48777)
877.477.3722
AskHR@palmbeach.k12.fl.us



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

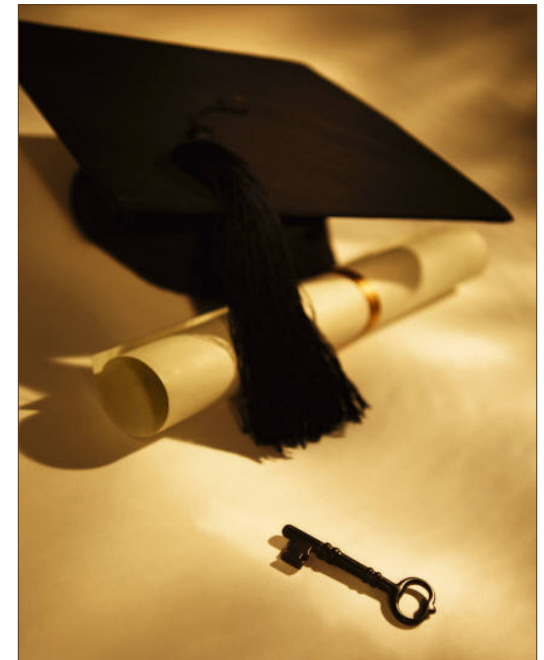
Attention: Advanced Degrees
3300 Forest Hill Blvd., A-115
West Palm Beach, FL 33406

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

Revised 2/17/10

Advanced Degree Pay

Instructional



Compensation & HR Planning

Division of Human Resources
School District of
Palm Beach County

What Is Advanced Degree Pay?

According to the terms of the Classroom Teachers Association (CTA) Bargaining Agreement with the School District of Palm Beach County, instructional employees may receive supplemental monies for advanced degrees such as Master's, Specialist and/or Doctorate, once criteria are met.



How Much Does It Pay?

For all degrees above a Bachelor's, the annual amount is as follows*:

Master's	\$3,000
Double Master's	\$4,500
Specialist	\$4,500
Doctorate	\$6,000

*(for the highest qualifying level)

How Do I Qualify?

- My degree major is in one of the following accepted areas:
Reading, Math, ESE, Conflict/Dispute Resolution, Guidance and Counseling, Education Technology, Computer Technology, Curriculum and Instruction, Teaching and Learning; or
- My degree major is in one of my areas of certification*;
or
- My degree includes, or is subsequently followed by, twelve (12) graduate semester hours or equivalent in:

One (1) of my areas of certification

Reading

Math

Science

Special Education

ESOL; or

[Reading Endorsement can be counted as six (6) semester hours]



- My degree is a *Juris Doctor (JD)* degree and I have a valid Florida secondary certificate in social studies and am assigned to teach secondary social studies courses; or
- My degree is in *Secondary Education* and I am assigned to a secondary school.

*The District shall not recognize advanced degree pay for teachers for the following advanced degrees:

Education Leadership

Administration and Supervision

Administration

School Principal

What Do I Do to Receive Advanced Degree Pay?

New Employees

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

Current Employees

Submit original transcript(s), in a sealed envelope to the Compensation & HR Planning Department.



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 will show up as an increase to your base annual salary, not as a separate line item on your paycheck.