

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: Jody.Johansen@palmbeachschools.org

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*

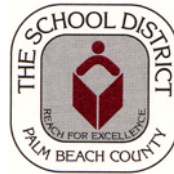
If you have the original transcript sent to your home address, you may send it through the District's pony mail system to:

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

Phone: 561.434.8777
Fax: 561.357.1176
AskHR@palmbeachschools.org

Revised 7/5/11

Advanced Degree Pay

Instructional New-Hires

(Effective 7/1/11)



Compensation & HR Planning

Division of Human Resources
School District of
Palm Beach County

What Is Advanced Degree Pay?

According to the new State Law that became effective July 1, 2011, Instructional employees hired on or after July 1, 2011 can only receive Advanced Degree Pay for degrees held in the individual's area of certification. The degree must also be from an approved, accredited university.



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?

To qualify for Advanced Degree Pay, the degree major must be in one of the instructional employee's areas of certification.

Some examples are:

- Elementary Education
- English (grades 6-12)
- Journalism (grades 6-12)
- Math (grades 6-12)
- Biology (grades 6-12)
- Chemistry (grades 6-12)
- Music (grades K-12)
- Reading (grades K-12)
- English for Speakers of Other Languages (ESOL: grades K-12)
- Spanish (grades K-12)
- French (grades K-12)
- ESE (grades K-12)
- Guidance and Counseling (grades PK-12)
- School Psychologist (grades PK-12)

We are still waiting for clarification and guidelines from the State regarding the new law. Non-specific degree majors such as **Curriculum and Instruction** or **Teaching and Learning** will not be approved until we are notified otherwise.



*What Do I Do to Receive Advanced Degree Pay?

- Fill out the Advanced Degree form PBSD 2277
- 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

PLEASE REMEMBER

*Instructional employees hired on or after July 1, 2011 will have their transcripts processed under new State Law guidelines.



How Do I Receive Advanced Degree Pay?

Once the Compensation & HR Planning Department has completed processing your Advanced Degree Pay request, an eligibility 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 a supplement on your paycheck.