**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: AskHR@palmbeachschools.org

**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 & Employee Info Svcs*
*Attention: Advanced Degrees*
*3300 Forest Hill Blvd., A-152*
*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 & Employee Info Svcs*
*Attention: Advanced Degrees*
*FHESC, A-152*

If you would like to drop off your transcript, we are located in the Compensation office in Suite A-152.

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**Advanced Degree Pay**

**NBU Non-Instructional**

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**Compensation & Employee Information Services**

*Attention: Advanced Degrees*
*3300 Forest Hill Blvd., A-152*
*West Palm Beach, FL 33406*

*Phone: 561.434.8777*
*Fax: 561.357.1176*
*AskHR@palmbeachschools.org*

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The School Board of Palm Beach County, Florida, prohibits discrimination in admission to or access to, or employment in its programs and activities, on the basis of race, color, national origin, sex or sexual orientation, marital status, age, religion, disability, genetic information, gender identity or expression, or any other characteristic prohibited by law. The School Board also provides equal access to the Boy Scouts and other designated youth groups.
What Is Advanced Degree Pay for NBU employees?

**Non-Bargaining Unit (NBU)**

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.

How Much Does It Pay?

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<th>Staff</th>
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<tr>
<td>Doctorate</td>
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<td>Double Master’s</td>
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<tr>
<td>Specialist</td>
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<td>Master’s</td>
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**Miscellaneous**

Includes Higher Degrees, above

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**Confidential**

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What Do I Do to Receive Advanced Degree Pay?

**New Employees**

- Submit PBSD 2276 to the Compensation & Employee Information Services Department (see back of brochure for address); or
- If your transcript is not already on file with the District, submit your original transcript showing the degree awarded/conferred date (in sealed university envelope) to the Compensation & Employee Information Services Department.

**Current Employees**

- Submit original transcript(s), in the sealed university envelope to the Compensation & Employee Information Services Department (see back of brochure for address).
- Request Advanced Degree Pay via email: AskHR@palmbeachschoools.org.
- Indicate if the transcript is already on file with the District.

How Do I Receive Advanced Degree Pay?

Once the Compensation & Employee Information Services 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 Administrative Assistants.
- **Miscellaneous:** Analysts, Coordinators, Facilitators, some Technician Positions, etc.
- **Staff:** Accountants, Chiefs, Inspectors, Managers, Directors, Specialists, etc.
- **Principals and Assistant Principals**