

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 Lynda Mathews at: Lynda.Mathews@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 & Employee Info Svcs
Attention: Advanced Degrees
3300 Forest Hill Blvd., A-152
West Palm Beach, FL 33406*

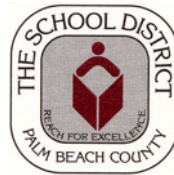
If you have the original transcript sent to your home address, you may send it through the District's pony mail system to:

*Compensation & Employee Info Svcs
Attention: Advanced Degrees
FHESC, A-152*

If you would like to drop off your transcript, you may come to the Compensation office in Suite A-152.

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



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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

Revised 6/10/14

Advanced Degree Pay

Instructional New-Hires

(Effective 7/1/11)



Compensation & Employee Information Services

Division of Human Resources
School District of
Palm Beach County

What Is Advanced Degree Pay?

Under the terms of the current CTA Bargaining Agreement, employees hired on or after July 1, 2011, may only be paid an advanced degree supplement if the advanced degree is held in his/her area of certification as provided in Fla. Stat. §1012.22(3),



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)

Non-specific degree majors such as **Curriculum and Instruction** or **Teaching and Learning** cannot be considered for Advanced Degree Pay unless they specify an area of concentration that matches the employee's area of certification.



*What Do I Do to Receive Advanced Degree Pay?

- Fill out the Advanced Degree form PBSD 2277.
- Submit the form to the Compensation & Employee Information Services department (see back of brochure for address).
- Submit original transcript showing degree awarded/conferred date (in sealed envelope) to the Compensation & Employee Information Services department if the transcript is not already on file.

Note: Processing time varies based on the time of year the request is received. If the request is received at the beginning of the school year, the processing time may take up to three months as we receive several hundred requests at that time.



How Do I Receive Advanced Degree Pay?

Once the Compensation & Employee Information Services 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.