

## **PAYMENT FOR ADVANCED DEGREES**

### Teachers

The School Board's salary schedule for employees paid on the teacher pay scale provides additional stipends for persons who have earned a degree or degrees beyond the bachelor's level as follows: master's; certain double master's as specified below; master's plus thirty (30); and doctorate. The monetary value of each stipend shall be a percentage of the teacher's scale base or a dollar amount as specified by the Board. Payment for stipends is contingent on the provision of funding by the School Board in its annual budget. Official transcripts verifying the conferring of an advanced degree/completion of program must be received in the Human Resources Department prior to payment of stipends. Stipend payments will be prorated from the first of the month following the date on which the degree is conferred or the beginning of the school year if the degree/program is completed in the summer. It is the employee's responsibility to have verification of completion of degree/program requirements forwarded to Human Resources. The County is not responsible for back payments in the event that employees fail to forward transcripts or request payment for advanced degrees.

### Administrative/Classified Employees

~~The Board's salary schedule for newly hired administrative/classified employees allows that an employee who has earned a degree or degrees beyond the level required for his position will be given a financial allowance for this degree/these degrees as part of the base salary when placed on the salary scale. This provision only applies to those positions where the position description includes a requirement for at least a Bachelor's degree. For administrative personnel being hired as principals and assistant superintendents, this salary determination will be made by the Superintendent. For administrative personnel being hired as directors, the salary determination will be made by the appropriate Assistant Superintendent, with the Superintendent's concurrence. For all other administrative/classified personnel, a salary recommendation will be made by the immediate supervisor then submitted to the appropriate Assistant Superintendent for approval. Current administrative/classified employees who earn an advanced degree or degrees beyond the minimum degree requirement for the position will receive an increase in their base salaries on verification that the degree/program has been completed. This verification must be in the form of an official transcript from the college/university from which the degree/program has been earned/completed, sent to the Director of Human Resources. The financial increase will be determined by the Superintendent, if the employee is a principal or assistant superintendent, or by the appropriate Assistant Superintendent, for all other employees.~~

### Double Master's Degrees

This provision would allow an additional stipend for persons holding certain double master's degrees. The stipend would be granted for those master's degrees that are both directly related to the person's assignment.

The Superintendent/Designee would determine whether or not a double master's degree

holder is eligible for a stipend, but if there is any disagreement between the Superintendent and the employee, the School Board will make the final determination.

No employee shall be eligible for more than two stipends below the doctor's level and three counting the doctorate.

#### Master's Plus 30

The master's plus 30 is defined as 30 graduate hours taken after the master's degree has been conferred. The 30 hours do not have to be in a degree program ~~but must have prior approval from the Superintendent/Designee.~~

#### Advanced Degree Stipends/Increases

In order to receive payment, an official transcript verifying the completion of the degree/coursework must be sent to the Director of Human Resources.

|           |                                |
|-----------|--------------------------------|
| Adopted:  | July 1, 1993                   |
| Amended:  | July 8, 1996; December 8, 1997 |
| Reviewed: | July 8, 2004                   |

---