

## 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: ~~m~~Master's; ~~certain double master's as specified below;~~ ~~m~~Master's ~~p~~Plus ~~t~~Thirty (30); and ~~d~~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/her 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. For~~ Current administrative/classified employees who earn ~~an~~ advanced degrees or degrees beyond the minimum education degree requirements for the position during the course of employment, the employee may be considered for an "In-range equity adjustment", per School Board Policy GCBA upon verification 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 Thirty (30) Definition

~~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. Someone with two or more Master's would be compensated as Master's Plus 30.~~

#### Administration of 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. It is the responsibility of the employee to request evaluation of degrees and graduate credits by Human Resources. Official printed and sealed transcripts verifying conferral of an advanced degree, graduate credits earned, or completion of program must be received in the Human Resources Department prior to payment of stipends/increases. Payments will begin on the first of the month following the date on which the degree 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 or graduate credits. Additionally, Human Resources reserves the right to delay payment until all documentation requested by Human Resources is verified and found satisfactory.~~

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

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|  | <b><u>COUNTY OF ALBEMARLE</u></b><br><b><u>Department of Human Resources</u></b><br><br><b><u>STANDARD OPERATING GUIDELINE</u></b> |                                                                 |
|                                                                                   | <b><u>Subject:</u></b>                                                                                                             | <u>Advanced Degrees for Classified and Administrative Staff</u> |
|                                                                                   | <b><u>Effective Date:</u></b>                                                                                                      | <u>March 2014</u>                                               |
|                                                                                   | <b><u>Last Revision Date:</u></b>                                                                                                  |                                                                 |
|                                                                                   | <b><u>Signature of Approval:</u></b>                                                                                               | _____<br>Lorna Gerome, HR Director                              |

**Purpose:** To provide for fairness, equity and consistency in valuing advanced degree achievement by classified and administrative staff

**Background:** There may be situations where Albemarle County wishes to increase base compensation for an employee who obtains an advanced degree during the course of their employment.

**Scope:** All classified positions falling under County and School policies.

**Additional Guidance to Existing Policy:**

If a current employee earns an advanced degree, consider the following to determine when an in-range adjustment is warranted, and how much to grant:

- If the degree is already an expectation of the position they are in per the current job description;
- Relevancy of the degree received to the current position;
- What was the employee given credit for in terms of education at the time of placement in the current position;
- The amount of additional years of education, and where this would place them on the payscale.
  - o NOTE: The amounts given to teachers for advanced degrees may also be considered in the analysis, but are not prescriptive.
- The employee's salary in relationship to the midpoint and/or maximum of their paygrade.
  - o NOTE: Typically, local government does not provide an in-range adjustment for an advanced degree if an employee's current salary is at/above the midpoint of their paygrade.
  - o NOTE: The School Division has a tradition of holding advanced degrees in high regard and compensating for them. Thus, it is possible that a

School's employee whose current salary is above midpoint could receive an in-range increase for an advance degree.

- o NOTE: Albemarle County would not allow an in-range adjustment that would place the employee's salary above the maximum of the paygrade.
- The equity implications of an in-range adjustment with comparable positions.