

PAYMENT FOR ADVANCED DEGREES

Teachers

The Albemarle County Public Schools' ("Division") salary schedule for employees paid on the teacher pay scale provides additional compensation for Bachelor's degree holders who have earned advanced degrees or a set number of graduate credits beyond the Master's from accredited institutions as follows: Master's; Master's + Thirty (30); and Doctorate. Payment for advanced education is contingent on the provision of funding by the Albemarle County School Board ("Board") in its annual budget and is published on the annual teacher pay scale.

In the event that an employee who would typically be paid on the teacher scale holds the appropriate licensure (i.e. a Technical Professional license), but does not hold a Bachelor's degree, the difference between the Bachelor's and Master's rate for the employee's step placement will be subtracted from the Bachelor's rate to determine the employee's rate of pay.

Administrative and Classified Employees

Newly hired staff will be placed on the salary scale in accordance with Board Policy GCBA, Salary Administration and Position Classification. For current administrative and classified employees who earn advanced degrees or degrees beyond the minimum education requirements or new certifications for the position during the course of employment, the employee may be considered for an "In-range equity adjustment" per Policy GCBA upon verification that the degree/program has been completed.

Master's + Thirty (30) Definition

The "Master's + 30" is defined as 30 graduate credit hours taken after the Master's Degree has been conferred. Someone with two or more Master's would be compensated as Master's + 30. Graduate credit hours earned in a separate program prior to the first Master's Degree conferral are not eligible for applying towards the "Master's + 30" designation.

Administration of Advanced Degree Stipends/Increases

It is the responsibility of the employee to request evaluation of degrees and graduate credits by Human Resources and submit the required documentation. Official printed and sealed transcripts or certified electronic transcript, when permitted, 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 with the employee's next pay period after which the salary adjustment has been approved in accordance with payroll deadlines. The Division is not responsible for back payments in the event that employees fail to forward transcripts and/or request payment for advanced degrees or graduate credits. Employees should not assume that submission of a transcript will suffice as a request for salary review and adjustment. Additionally, Human Resources reserves the right to delay any pay adjustments until all documentation requested by Human Resources is verified, reviewed, and

found satisfactory.

Adopted: July 1, 1993

Amended: July 8, 1996; December 8, 1997; May 8, 2014

Reviewed: July 8, 2004; November 11, 2021

Equity Review: November 11, 2021

Cross Ref: GCA, *Personnel - Definitions*

GCBA, *Salary Administration and Position Classification*