

PAYMENT FOR ADVANCED DEGREES

Teachers

The Albemarle County Public Schools' ("School Division") salary schedule for employees paid on the teacher pay scale provides additional compensation for Bachelor's degree ("Bachelors") holders who have earned advanced degrees or a set number of graduate credits beyond the Master's degree (Master's") from accredited institutions as follows: Master's, Master's + 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.

Master's + 30 Definition

The Master's + 30 is defined as thirty (30) graduate credit hours taken after the Master's has been conferred. A teacher with two (2) 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 conferral are not eligible for applying toward the "Master's + 30" designation.

For an employee who would typically be paid on the teacher scale holding the appropriate licensure (i.e. a Technical Professional license), but not a Bachelor's, 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 School 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.

Administration of Advanced Degree Salary Increases

It is the responsibility of the employee to request evaluation of degrees and graduate credits by the Human Resources Department and submit the required documentation. Any request, to include all required documentation, received after April 1 will not go into effect until the start of the next school year. 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 the employee receiving an increase.

In order to receive a pay adjustment, requests must be verified by the payroll processing deadline for the change period. The School 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, the Human Resources Department reserves the right to delay any pay adjustments until all documentation requested by the Human Resources Department is verified, reviewed, and found satisfactory.

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Amended: July 8, 1996; December 8, 1997; May 8, 2014; July 11, 2024

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Equity Review: November 11, 2021

Cross Ref: GCA, *Personnel - Definitions*

GCBA, *Salary Administration and Position Classification*