

## 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:

[AskHR@palmbeachschools.org](mailto:AskHR@palmbeachschools.org)

**Q: I just received my degree. Where should I send my transcript?**

A: You may have the original transcript (showing the date the degree was awarded) 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, we are located in the Compensation office in Suite A-152.

For General  
HR Information,  
don't forget our new  
HR Customer Call Center:  
434.8777 (PX 48777)  
877.477.3722



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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](mailto:AskHR@palmbeachschools.org)

Revised 10/07/2022

## Advanced Degree Pay

***NBU Non-Instructional***



## Compensation & Employee Information Services

Division of Human Resources  
School District of  
Palm Beach County

## What Is Advanced Degree Pay for NBU employees?

### NBU (Non-Bargaining Unit)

Non-Bargaining Unit employees are eligible for Advanced Degree Pay for degrees above the degree required for the position. The degree must be related to the employee's current job assignment or a future job assignment in the District to which the employee aspires. The supplement for the advanced degree will be equal to the difference between the degree level held by the employee and the degree requirements outlined in the job description.

## How Much Does It Pay?

	Staff	
Doctorate	up to	\$5,000
Double Master's	up to	\$3,400
Specialist	up to	\$3,400
Master's	up to	\$2,500

### Miscellaneous

Includes Higher Degrees, above

Master's	up to	\$2,500
Bachelor's	up to	\$1,500
Associate's	up to	\$1,000

### Confidential

Bachelor's	up to	\$1,500
Associate's	up to	\$1,000
CAP/CAP-OM	up to	\$600

## What Do I Do to Receive Advanced Degree Pay?

### New Employees

- Submit PBSD 2276 to the Compensation & Employee Information Services Department (see back of brochure for address); or
- If your transcript is not already on file with the District, submit your original transcript showing the degree awarded/conferred date (in sealed university envelope) to the Compensation & Employee Information Services Department.

### Current Employees

- Submit original transcript(s), in the sealed university envelope to the Compensation & Employee Information Services Department (see back of brochure for address).
- Request Advanced Degree Pay via email: [AskHR@palmbeachschools.org](mailto:AskHR@palmbeachschools.org).
- Indicate if the transcript is already on file with the District.



## How Do I Receive Advanced Degree Pay?

Once the Compensation & Employee Information Services Department has completed processing your Advanced Degree Pay request, a confirmation 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 is divided among the employee's paychecks and will show up as a line item on the paycheck.



## How Do I Know If I'm an NBU Employee?

### Non-Bargaining Unit Employees:

**Confidential:** Confidential, Legal, School, and Executive Administrative Assistants.

**Miscellaneous:** Analysts, Coordinators, Facilitators, some Technician Positions, etc.

**Staff:** Accountants, Chiefs, Inspectors, Managers, Directors, Specialists, etc.

**Principals and Assistant Principals**