

BROWARD COUNTY PUBLIC SCHOOLS

Request for Advanced Degree Payment for Full-Time Instructional Staff

Request for Hourly Rate Change for Temporary Hourly Instructional Staff

OFFICIAL TRANSCRIPT SHOWING DEGREE CONFERRED MUST BE ATTACHED TO THIS FORM.

FT TEACHERS: I am applying for payment of my advanced degree.

TEMP HOURLY TEACHERS: I am requesting an increase to my hourly pay.

PLEASE CHECK THE DEGREE: ☐ Master's Degree ☐ Specialist's Degree ☐ Doctorate Degree

Degree Major: _____ Date Conferred: _____

Personnel #:	Name: (Last, First)	Current Location : (Name)
Phone #: (with area code)	Position/Title:	Email Address:

Send request form and official transcript showing degree conferral to:

Via Pony: K. C. Wright Building – 3 rd floor Talent Acquisition & Operations (Instructional)	Via US Mail: Broward County Public Schools, TAO 3 rd floor 600 SE 3 Avenue, Fort Lauderdale, FL 33301
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Advanced Degree Pay Processing Information

- Documentation will be reviewed by the district Talent Acquisition & Operations (Instructional) Department.
- Notification of your status will be sent to you via email.
- If approved, a request for payment/hourly increase will be sent to HR Support Services for processing.
- Please allow up to six weeks total processing time.
- Please direct payroll questions to the payroll contact at your location.
- Degrees earned after the start of the school year will be processed beginning with the payroll period following the degree conferral.
- Requests for payments must be made before the last day of school to receive payment for the current school year; you cannot request payment for a prior school year.

THIS SECTION FOR CONTRACTED, FULL-TIME TEACHERS ONLY; Per the Collective Bargaining Agreement, Appendix E:

- If hired or rehired after 7/1/11, payment will only be provided if the degree is in the area of certification shown on the FL certificate. If eligible, payment will appear as a supplemental payment, paid in 20 equal installments, which typically begins in mid-September. Below is a sample of what your check would look like if approved for master's pay.

DESCRIPTION	POSITION	RATE	HOURS	CURRENT	RETRO	CHK TOTAL	YTD
Reg Hours-Primary	80119670	26.12613	60.00	1,567.57		1,567.57	9,209.46
CAFETERIA							
Master's Degree	80119670			182.50		182.50	912.50

- If hired before 7/1/11, the advanced degree will be granted as defined in Appendix A and included in your check total. See sample of what your check would look like.

DESCRIPTION	POSITION	RATE	HOURS	CURRENT	RETRO	CHK TOTAL	YTD
Reg Hours-Primary	80141781	29.55039	75.00	2,216.28		2,216.28	9,751.63
CAFETERIA							
Entitle Mstr In/Fl							

Payment included in check total under Regular Hours; not paid in installments.

**PLEASE RETAIN
A COPY OF THIS
APPLICATION
FOR YOUR FILE.**

Signature of Employee

Date

DEPARTMENT USE ONLY

Temp Hourly Request

FT Instructional Staff Request

Increase Hourly Rate to \$26.75 <input type="checkbox"/>	Add: Master's <input type="checkbox"/> Specialist's <input type="checkbox"/> Doctorate <input type="checkbox"/> Populate: IT08 <input type="checkbox"/> IT14 <input type="checkbox"/>	Remove: Basic Inc <input type="checkbox"/> Adv Inc. <input type="checkbox"/> Master's <input type="checkbox"/> Specialist <input type="checkbox"/> From: IT08 <input type="checkbox"/> IT14 <input type="checkbox"/>	Approvals/Begin Dates: Major/Branch of Study: _____ Begin Pay Date: _____ TAO Inst: _____ Date: _____ HRSS: _____ IT22 Updated: _____ Date: _____	Reason Denied:
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