

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**LINDA GONZALEZ, DIRECTOR  
EMPLOYEE & LABOR RELATIONS**

**Telephone: 754-321-2140 Facsimile: 754-321-2141**

**Signatures on File**

August 14, 2018

TO: All Principals/Assistant Principals/Senior Leadership Team

FROM: Linda Gonzalez, Director  
Employee & Labor Relations

VIA: Craig J. Nichols  
Chief, Human Resources & Equity Officer

VIA: Valerie S. Wanza, Ph.D.  
Chief, School Performance & Accountability Officer



**SUBJECT: ADVANCED DEGREE INCENTIVE FOR EMPLOYEE GROUPS:  
PRINCIPALS / ASSISTANT PRINCIPALS (BPAA),  
EDUCATIONAL SUPPORT & MANAGEMENT ASSOCIATION OF BROWARD, INC. (ESMAB),  
TECHNICAL SUPPORT PROFESSIONALS (BTU-TSP),  
EDUCATION SUPPORT PROFESSIONALS (BTU-ESP)**

Advanced degree incentive contain provisions to pay employees who possess or obtain a related degree from an accredited college or university that is higher than the degree listed as a minimum requirement in their job description. The following Advanced Degree Incentives were previously approved by The School Board of Broward County, Florida:

**FOR PRINCIPALS / ASSISTANT PRINCIPALS (BPAA):**

<u>DEGREE</u>	<u>ANNUAL INCENTIVE</u>
Specialist	\$1,750
Doctorate	\$2,000

**FOR EDUCATIONAL SUPPORT & MANAGEMENT ASSOCIATION OF BROWARD, INC. (ESMAB):**

<u>DEGREE</u>	<u>ANNUAL INCENTIVE</u>
Bachelor's	\$1,000
Master's	\$1,500
Doctorate	\$2,000

The chart below illustrates ESMAB eligibility:

<b>Job Description Minimum Educational Requirements:</b>	<b>Degree needed to be eligible to receive the incentive:</b>
High School or A.A.	Bachelor's or higher
Bachelor's	Master's or higher
Master's	Ph.D. or Ed.D.

**ADVANCED DEGREE INCENTIVES****PRINCIPALS / ASSISTANT PRINCIPALS (BPAA), ESMAB EMPLOYEES, BTU-TSP AND BTU-ESP**

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**FOR BROWARD TEACHERS UNION-TECHNICAL SUPPORT PROFESSIONALS (BTU-TSP):**

<u>DEGREE</u>	<u>ANNUAL INCENTIVE</u>
Bachelor's	\$1,000
Master's	\$1,500
Doctorate	\$2,000

The chart below illustrates BTU-TSP eligibility:

<b>Job Description Educational Requirements:</b>	<b>Degree needed to be eligible to receive the incentive:</b>
Bachelor's or Master's Degree	Ph.D.
Associates or Bachelor's Degree	Master's
High School or Associates Degree	Bachelor's
Master's	Ph.D.
Bachelor's	Master's

**FOR BROWARD TEACHERS UNION-EDUCATIONAL SUPPORT PROFESSIONALS (BTU-ESP):**

<u>DEGREE</u>	<u>ANNUAL INCENTIVE</u>
Bachelor's	\$425.00
Master's or higher	\$625.00

The chart below illustrates eligibility:

<b>Job description minimum educational requirements:</b>	<b>Degree needed to be eligible to receive the incentive:</b>
High School or Associates Degree	Bachelor's or higher
Bachelor's	Master's or higher

Attached are applications for the Advanced Degree Incentives. Please remind your team that if they meet the above requirements, they need to complete the appropriate application. The application must be verified by the immediate supervisor prior to submission. Please send a completed, approved and signed application to the **Human Resources Support Services at 7720 West Oakland Park Blvd., Sunrise, FL 33351**. This will be processed as a recurring payment in the SAP system.

Job descriptions are available on the Compensation Department web page at [www.broward.k12.fl.us/Compensation](http://www.broward.k12.fl.us/Compensation).

If you should have questions regarding application processing, please contact Human Resources Support Services at 754-321-0125.

If you should have questions regarding eligibility, please contact Employee Relations at 754-321-2140.

VW/CJN/LG:nv  
Attachments

cc: Cadre Directors  
Sharon Bozetski, Interim Manager, Human Resources Support Services



# THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

600 SOUTHEAST THIRD AVENUE • FORT LAUDERDALE, FLORIDA 33301

<http://www.browardschools.com>

## ADVANCED DEGREE INCENTIVE AWARD APPLICATION FOR PRINCIPALS & ASSISTANT PRINCIPALS (BPAA)

\_\_\_\_\_  
Date

TO: Principal/Cadre Director

FROM:

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Personnel #

\_\_\_\_\_  
Location

I am eligible for the incentive. I possess a Specialist/Ph.D./Ed.D. degree in  
\_\_\_\_\_. This degree is related to the duties I perform as  
a \_\_\_\_\_ <sup>subject</sup>. I affirm that I completed my degree via a state  
approved or regionally <sup>job title</sup> accredited institution of higher learning. Attached, please find an official  
transcript of said degree.

I understand that I am only eligible to receive this incentive if the advanced degree is in a related  
field and is not contained as a requirement in my job description.

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

**VERIFIER:**

I have reviewed and verified that this person qualifies for this incentive.

\_\_\_\_\_  
Principal/Cadre Director

\_\_\_\_\_  
Date

**RETURN COMPLETED AND VERIFIED APPLICATION TO THE  
HUMAN RESOURCES SUPPORT SERVICES DEPARTMENT.**



**ADVANCED DEGREE INCENTIVE AWARD APPLICATION FOR  
EDUCATIONAL SUPPORT & MANAGEMENT ASSOCIATION OF BROWARD, INC.  
(ESMAB)  
(NON-UNION) DISTRICT LEVEL ADMINISTRATORS**

\_\_\_\_\_  
Date

TO: Senior Leader/Director/Department Head

FROM:

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Personnel #

\_\_\_\_\_  
Location

I am eligible for the Advanced Degree Incentive. I possess a Bachelor's/Master's/Ph.D./Ed.D. degree in \_\_\_\_\_. This degree is related to the duties I perform as a \_\_\_\_\_<sup>circle one</sup> subject. I affirm that I completed my degree via a state approved or <sup>job title</sup>regionally accredited institution of higher learning. Attached, please find an official transcript of said degree.

I understand that I am only eligible to receive this incentive if the advanced degree is in a related field and is not contained as a minimum requirement in my job description.

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

**VERIFIER:**

I have reviewed and verified that this person qualifies for this incentive.

\_\_\_\_\_  
Senior Leader/Director/Department Head

\_\_\_\_\_  
Date

**RETURN COMPLETED AND VERIFIED APPLICATION TO THE  
HUMAN RESOURCES SUPPORT SERVICES DEPARTMENT.**



**ADVANCED DEGREE INCENTIVE AWARD APPLICATION FOR  
BROWARD TEACHERS UNION-TECHNICAL SUPPORT PROFESSIONALS  
(BTU-TSP)**

\_\_\_\_\_  
Date

TO: Senior Leader/Department Head

FROM: \_\_\_\_\_, \_\_\_\_\_  
Employee Name Personnel #  
\_\_\_\_\_  
Department

Pursuant to provisions contained in Article 11(K) of the BTU-TSP Collective Bargaining Agreement, I am eligible for the incentive. I possess a Bachelor's/Master's/Ph.D. degree in \_\_\_\_\_<sup>circle one</sup>. This degree is related to the duties I perform as a \_\_\_\_\_  
subject job title  
degree. Attached, please find an official transcript of said

I understand that I am only eligible to receive this incentive if the advanced degree is in a related field and is not contained as a requirement in my job description.

\_\_\_\_\_  
Employee's Signature Date  
**APPROVED:**

\_\_\_\_\_  
Senior Leader/Department Head Date

**RETURN COMPLETED AND VERIFIED APPLICATION TO THE  
HUMAN RESOURCES SUPPORT SERVICES DEPARTMENT.**



**ADVANCED DEGREE INCENTIVE AWARD APPLICATION  
FOR BROWARD TEACHERS UNION-EDUCATION SUPPORT PROFESSIONALS  
(BTU-ESP)**

\_\_\_\_\_  
Date

TO: Principal/Department Head

FROM:

_____ Employee Name	_____ Personnel #
_____ Location/Department	_____ Position

I am eligible for the Advanced Degree Incentive. I possess a Bachelor's/Master's/Ph.D.  
circle one

I affirm that I completed my degree via a state approved or regionally accredited institution of higher learning. Attached please find an official copy of the transcript reflecting my degree conferred and degree equivalency report (if required).

I understand that I am only eligible to receive this incentive if the advanced degree is not contained as a minimum requirement in my job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

SIGNATURE:

\_\_\_\_\_  
Principal/Department Head

\_\_\_\_\_  
Date

**RETURN COMPLETED AND VERIFIED APPLICATION TO THE  
HUMAN RESOURCES SUPPORT SERVICES DEPARTMENT.**

**CHECKLIST FOR COMPLETING THE ADVANCED DEGREE INCENTIVE  
APPLICATION FOR EDUCATION SUPPORT PROFESSIONALS**

\_\_\_\_ Complete the attached application for the incentive award.

\_\_\_\_ Attach an official copy of your transcript issued from your college/university to the application. Your transcript **MUST** reflect your degree conferred.

\_\_\_\_ Foreign Educated Applicants:

Applicants with academic training and degrees granted outside the United States **MUST** submit a credential evaluation report that includes a statement of degree equivalency and a breakdown of the coursework and semester hour credits. An accredited college or university in the U.S., or a credential evaluation agency can provide this report. A list of approved agencies is found at [www.naces.org](http://www.naces.org). A photocopy of the evaluation report is acceptable.

**NO APPLICATION WILL BE PROCESSED WITHOUT OFFICIAL TRANSCRIPTS  
REFLECTING THE DEGREE CONFERRED AND DEGREE EQUIVALENCY REPORT  
(IF REQUIRED).**