

MEMORANDUM

From the Director of Finance & Operations

TO: Professional Employees
FROM: Heather R. Bonzo
DATE: August 1, 2024
SUBJECT: **Master's/Doctorate Degree Certification**

The employer and the Association further agree that salary adjustments made to Full-Time or Part-Time Temporary Professional Employees salaries after July 1, 2015, will be made as follows:

All professional employees who have post-graduate work adjustment at the Master's +15 and Master's +30 credit levels will be placed on the schedules found in Appendix A. The adjustments shall not exceed thirty (30) credits beyond the one Master's Degree.

Adjustment in salaries will be made in accordance with the following schedule:

EARNED	APPLICATION SUBMISSION DUE	PAID
January-June	July 31st	September
July-December	January 31st	March

Please complete the attached Degree Certification Form in its entirety and submit with the following documentation to Ellen Scott, c/o Administration Building:

- **Letter of acceptance into a Master's or Doctorate Degree program.**
- **An official transcript indicating grades or Act 48 documentation. Electronic copies will be accepted but must state "Official Transcript".**
- **A copy of the Master's or Doctorate Degree diploma when issued.**

Please refer to pages 32-34 of the July 1, 2023, to June 30, 2028, Butler Education Association's contract for additional specifics.

Any questions or concerns, please contact Ellen Scott at ext. 3104.

HRB/es

Attachment

DEGREE CERTIFICATION FORM

Name: _____ Date: _____

REQUESTING THE FOLLOWING SALARY ADJUSTMENT:

- _____ Master's Degree
- _____ Master's Degree + 15
- _____ Master's Degree + 30
- _____ Doctorate Degree

DATE THE MASTER'S or DOCTORATE DEGREE WAS CONFERRED: _____

DOCUMENTATION REQUIRED:

- _____ Letter of acceptance into a Master's Degree or Doctorate Degree program.
- _____ Official transcript indicating grades or Act 48 documentation.
(Electronic copies will be accepted but must state "Official Transcript". If transcript will be delayed, a letter from the Dean or Advisor indicating courses taken and grades earned will be accepted; transcript should then be sent as soon as possible.)
- _____ A copy of Master's Degree or Doctorate Degree diploma when issued.
(Master's+15 and /Master's+30 are not issued).

**PLEASE FORWARD THIS COMPLETED DEGREE CERTIFICATION FORM, ALONG WITH ALL
REQUIRED DOCUMENTATION, BY THE APPLICATION SUBMISSION DUE DATE TO:
ELLEN SCOTT, ADMINISTRATION BUILDING.**

Adjustment in salaries will be made two times per year in accordance with the following schedule:

EARNED	APPLICATION SUBMISSION DUE	PAID
January-June	July 31st	September
July-December	January 31st	March

COMMENTS: _____

For Office Use Only:

Office of the Director of Business Services: _____
(Initials) (Date)

Superintendent: _____
(Initials) (Date)

Payroll Office: _____
(Initials) (Date) (Step) (Salary)

Personnel Office: _____
(Initials) (Date) (Step) (Salary)