

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

5.11

Effective Date: April 30, 2014

Revised Date:

Section: Personnel

Subject: Acquiring an Additional Degree

Related Policy:

I. DEFINITIONS:

Additional Degree is one that would change a teacher's pay. For example, if a teacher holds a Bachelor's degree and acquires a Master's degree, the teacher would be eligible for Master's pay.

At the beginning of the academic school year = on or before the first day of the school calendar (including an abbreviated day).

II. PROCEDURES

- All teachers hired during an academic year must inform the Central Office of their pending additional degree status at the time of hire. The Central Office will not recognize a degree unless it is conferred on an official transcript and given to the Human Resources department on or before January 1 of the school year.
- If a degree is conferred after the beginning of the academic school year or before January 1 of the current year, the employee's salary will be redetermined; no increase in pay will be recognized after January 1 of the current academic school year.
- All transcripts are held in the employee's personnel file in the Human Resources department.

III. ATTACHMENTS

Addendum A - Attainment of an Additional Degree form

Signature on File

Jacob Sorrells, Director of Schools