

## CONTRACT DEGREE ADDITIVES AND SUPPLEMENTAL PAY

### Masters and Doctorate Degrees

Professional Career Increments, Masters Degree and Doctorate Degree additives, and additional salary for extra duties will be granted as adopted by the Waynesboro School Board.

Acceptance in an approved Masters Degree program is necessary in order to receive an increment.

A maximum of seven (7) years from the time the increment is awarded is the limit for completion of the degree.

### Hours Beyond Masters Degree

Increments offered for graduate hours beyond the Masters Degree must be in programs and/or courses to improve professional competency, acquire additional license or endorsements and be approved by the superintendent or designee.

Generally, courses taken for the sole purpose of license renewal will not count for additional increments.

### Payroll Procedures

1. The full increment will be paid for credits toward, for, or beyond the Master's Degree if these credits are presented to the Assistant Superintendent's Office prior to September 15<sup>th</sup>.
2. Half of the increment will be paid for credits presented to the Assistant Superintendent's Office between September 15<sup>th</sup> and March 1<sup>st</sup>.
3. Increments for credits presented to the Assistant Superintendent's Office after March 1<sup>st</sup> will begin with the next contract issued the employer.

### Overtime

Generally, professional employees do not qualify under the provisions of the Fair Labor and Standards Act in regard to overtime compensation. Any exceptions will be determined by the superintendent and the director of finance.

Adopted: February 14, 1995

Revised: December 14, 1999, February 11, 2020

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