



Book: GCPS Procedures
Section: G – Personnel
Title: Incentive Salary Payment
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Legal:
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Definition

Incentive Salary Payment provides an increase in salary for certificated staff who have earned a Master's Degree, thirty (30) or sixty (60) semester hours of graduate credit beyond those credits required for a Master's Degree, a Doctorate, or moved to an Advanced Professional Certificate.

Support personnel may also receive an Incentive Salary Payment for earning fifteen (15) hours, thirty (30) hours, sixty (60) hours, ninety (90) hours, or a college degree and/or passing the ParaPro Assessment (if working in the job classification).

Purpose

1. To increase the competencies and effectiveness of certificated and non-certificated staff.
2. To stimulate professional growth in the major area of concentration.
3. To develop leadership skills or a new area of concentration.

Procedures

Persons who wish to request an Incentive Salary Payment must:

Certificated

1. Be a certificated employee of the Garrett County Public Schools.
2. Earn a Master's Degree awarded by an accredited institution.
3. Earn grades of "C" or better in each graduate course to be counted in the thirty (30) or sixty (60) credits beyond the Master's Degree.
4. Complete form entitled "Certificated Application for Incentive Salary Payment."
5. Attach an official transcript(s) which has (have) classes and credits to be counted toward the incentive salary payment.

6. Send the form and official transcripts to the Office of Human Resources and Employee Relations. The form and official transcripts will not be accepted independent of each other.

Non-Certificated

1. Non-certificated employee of the Garrett County Public Schools.
2. Earn fifteen (15) hours, thirty (30) hours, sixty (60) hours, ninety (90) hours, or a college degree and/or pass the ParaPro Assessment (if working in the job classification).
3. Earn grades of "C" or better in each undergraduate course to be counted for the incentive salary payment.
4. Complete form entitled "Support Personnel Application for Incentive Salary Payment."
5. Attach an official transcript(s) which has (have) classes and credits to be counted toward the incentive salary payment.
6. Send the form and official transcripts to the Office of Human Resources and Employee Relations. The form and official transcripts will not be accepted independent of each other.

Each application will be reviewed by the Director of Human Resources and Employee Relations and Director of Finance. If approved, a copy will be forwarded to the Finance Office for salary adjustment. Approved Incentive Salary Payments will be made effective either July 1st or January 1st, depending upon when the documentation is received and processed by the Office of Human Resources and Employee Relations.

[Certificated Application for Incentive Salary Payment](#)

[Support Personnel Application of Incentive Salary Payment](#)