

DEGREE LANE CHANGE

When you have received a change that will alter your degree and/or salary, please follow the protocol addressed below.

Accepted degrees for the New Bedford Public School Department are:
Bachelors - B+15 - B+30 - Masters - M+15 - M+30 - Cags - Doctorate

- **Degree Change**- you must supply us with a sealed official transcript showing the degree and confer date that will move you to the next lane.
- **Salary Column Change**-Deadline to receive a salary increase (if applicable) the transcript must be received by September 1 (grace period until October 1st), or February 1 (grace period until March 1st), to take effect. If we receive the transcripts by October 1st or March 1st, the salary increase will be retro to the September 1 or February 1 date. After the grace period ends, the salary increase **will not** go into effect until the next cycle.
- Please note that if you send the transcript through the mail or have the college send it for you, it is valid as of the date we receive it in our office, not the date it was sent.
- If transcript for degree change will not be available by the necessary dates, we will accept a letter from the college, on letterhead and signed by an administrator, stating you have passed and received the necessary degree with the **confer date**. You will still need to follow up with an official transcript.
- If you have a Bachelors or a Masters with over 30 credits, you are currently being paid at a B+30 or M+30 rate. If you then receive a higher degree, the extra credits do **not** carry over.
- Every year the payroll department sends employees a notice informing them of their degree status and what they're being paid at. It is your responsibility to insure that the degree information is correct. If not, get in touch with us at your earliest convenience to see what the issue is.

We do not accept 'Grade Reports' as official transcripts.