

# Compensatory Emoluments

2020 – 2021

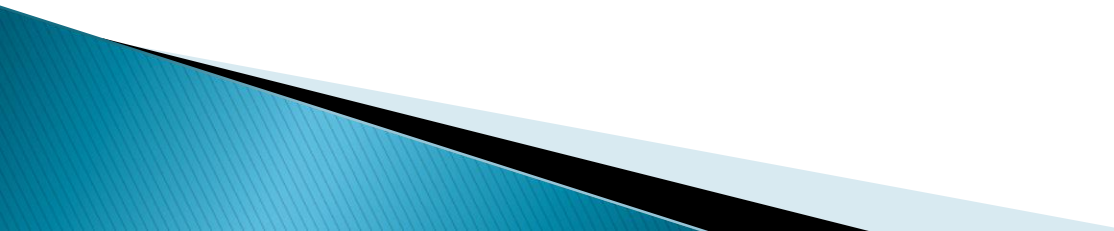
# Contact Information

- ▶ Office of Compensation & Classification
  - Email us at: [Comp.Emol@pgcps.org](mailto:Comp.Emol@pgcps.org)
  - Access documents:  
<https://www.pgcps.org/compensationandclassification/forms-procedures/>
- ▶ Help Desk
  - Trouble accessing the emolument module in Oracle:  
<http://help.pgcps.org>

# Important Dates


DATE	ACTION
October 9, 2020	<ul style="list-style-type: none"><li>- All emolument data must be entered in Oracle</li><li>- Complete submission scanned &amp; emailed to <a href="mailto:comp.emol@pgcps.org">comp.emol@pgcps.org</a></li></ul>
March 26, 2021	<ul style="list-style-type: none"><li>- All changes must be entered in Oracle</li><li>- Detailed summary of changes emailed to <a href="mailto:comp.emol@pgcps.org">comp.emol@pgcps.org</a></li><li>- Any additional Appointment &amp; Authorization Forms emailed to <a href="mailto:comp.emol@pgcps.org">comp.emol@pgcps.org</a></li><li>- Principal must select Approve/Deny and check the 'School Completed Box'</li></ul>
June 2021 (TBD)	<ul style="list-style-type: none"><li>- Emolument payments will be issued to employees</li></ul>

# PGCPS Reopening Plan

- ▶ Students' active engagement in clubs and organizations is critical to foster the development of life skills and can help students excel in extracurricular activities that are aligned with their interests.
  - ▶ Principals will collaborate with activities sponsors on the feasibility of specific clubs and organizations.
  - ▶ Refer to PGCPS Reopening Plan (pg 117) for guidance and virtual resources.
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# Appointment & Authorization Forms

- ▶ Forms should be typed (not handwritten)
- ▶ Each form must be completed in its entirety
- ▶ One form for each employee

 <b>PGCPS</b>		<b>APPOINTMENT AND AUTHORIZATION FORM</b>	
<b>for Compensatory Emoluments &amp; Instructional Chairperson Assignments</b>			
SCHOOL/WORK LOCATION Sasscer Elementary School		PRINCIPAL NAME Mary Principal	
CONTACT PERSON Jane Secretary		PHONE NUMBER 301-952-0000	
CONTACT PERSON'S EMAIL Jane.Secretary2@pgcps.org		DATE ENTERED IN ORACLE 9/25/2019	
Smith	Steve	L	12345
<i>Last Name (please print)</i>	<i>First</i>	<i>MI</i>	<i>EIN</i>

# Emolument Allocations

- ▶ Schools must use the emolument allocations provided for their school level (i.e., Elementary, Middle & High)
- ▶ Each school is allowed no more than 10 Service and 10 Enrichment activities
- ▶ Employees can have up to 2 emolument/activities (top section) and 1 Chairperson or HS Teacher Coordinator (bottom section)
- ▶ The following are not paid via the Compensatory Emolument process:
  - Interscholastic Coaching assignments
  - Professional Development Lead Teacher (PDLT) assignments
  - Textbook Coordinator assignments (excluding Charter Schools)
  - Restorative Practices Coordinator assignments (for identified schools)
- ▶ The Compensatory Emolument program is limited to employees in the PGCEA bargaining unit only

# Emolument/Activity Titles

**Service Activity:** those that a teacher does as a service for the school

**Enrichment Activity:** provides enrichment for a group of students

Examples:

Service	Enrichment
Recycling Committee	Writing Club
Yearbook Sponsor	Math Olympiad
Patrol Coordinator	Geography Club
PBIS	Destination Imagination
Webmaster	Book Club
School Beautification	Robotics Club

# Single-Sex Clubs/Activities

- ▶ Reference Administrative Procedure 5181  
<https://www1.pgcps.org/generalcounsel/index.aspx?id=179107>
- ▶ Single Sex extracurricular activities may not be offered at any PGCPS school without prior written approval of the School System's Title IX Coordinator
- ▶ Emolument submissions for single-sex clubs/activities must be accompanied by the APPROVED request form signed by the Title IX Coordinator



# Instructional Chairpersons & High School Teacher Coordinators

**Instructional Chairperson**: those who have responsibilities over professional persons and are used as a liaison between teachers and administration of the school; serves as a chair for a department/content or grade level

**Teacher Coordinators**: permitted for HIGH SCHOOL only; 1 for each of these subjects: English, Math, Science, Social Studies & Special Education

Examples:

## Instructional Chairperson

3<sup>rd</sup> Grade Chair

Math Department Chair

8<sup>th</sup> Grade Team Lead

Guidance Chair

Creative Arts Dept Chair

# Emolument & Chairperson Assignments

- ▶ For emoluments/activities, the title of the activity must be provided
- ▶ Activity titles should be specific to identify any differences (i.e., 2<sup>nd</sup> Grade Book Club, 5<sup>th</sup> Grade Book Club)
- ▶ For chairperson/teacher coordinator assignments, the title of the department/grade level and the exact number of teachers in the department must be provided

<b>Compensatory Emoluments/Activities – MAXIMUM of 2</b>			
EMOLUMENT TITLE (i.e., Enrichment, Service)	ACTIVITY TITLE (i.e., Math Club, SGA)	PERCENT (50% or 100%)	AMOUNT
Enrichment Activity	3rd Grade Homework Club	50	\$ 419.80
Tech Coordinator (Elem Only)		100	\$ 1040.40
<b>Instructional Chairperson/High School Teacher Coordinator Assignment – MAXIMUM of 1</b>			
ASSIGNMENT TITLE (i.e., Math Chair, 3 <sup>rd</sup> Grade Lead)	NUMBER OF TEACHERS	PERCENT (50% or 100%)	AMOUNT
Science Department Chair	4	100	\$ 728.28

# Samples – Appointment & Authorization Forms



## APPOINTMENT AND AUTHORIZATION FORM

for Compensatory Emoluments & Instructional Chairperson Assignments

SCHOOL/WORK LOCATION ABC Middle School	PRINCIPAL NAME Pamela Principal
CONTACT PERSON Sally Secretary	PHONE NUMBER 301-952-6000
CONTACT PERSON'S EMAIL Sally.Secretary@pgcps.org	DATE ENTERED IN ORACLE 9/26/2019

Teacher **Thomas T** 12345  
Last Name (please print) First MI EIN

has accepted appointment to the following assignment(s). It is understood that:

1. The requirements of this assignment have been established by the principal in advance.
2. This assignment will require no less than 40 hours (60 minute hours) in addition to the normal seven and one-half (7-1/2) hour day and is in addition to the standard teaching load for a regular day-school teacher.
3. If the sponsor of the activity receives compensatory time in the daily schedule (i.e., additional planning time) he/she must certify that 40 hours or more in addition to the regular 7-1/2 hour day are spent performing assignments during the school year as sponsor of an activity to be eligible for compensation.
4. A teacher will be limited to two (2) emoluments and one (1) Instructional Chairperson assignment. At the high school level, teachers will be limited to either 1 Instructional Chairperson or 1 Teacher Coordinator assignment.
5. This assignment will be satisfactorily completed by the teacher named unless its completion becomes impossible by the resignation/transfer or illness of the teacher, in which case the amount of compensation provided in the schedules may be divided among two teachers and prorated accordingly. In no case shall any compensation be paid until the activity has been completed.

### Compensatory Emoluments/Activities – MAXIMUM of 2

EMOLUMENT TITLE (i.e., Enrichment, Service)	ACTIVITY TITLE (i.e., Math Club, SGA)	PERCENT (50% or 100%)	AMOUNT
Service Activity	Recycling Committee	100	\$ 948.84
Middle School Newspaper		50	\$ 943.13

### Instructional Chairperson/High School Teacher Coordinator Assignment – MAXIMUM of 1

ASSIGNMENT TITLE (i.e., Math Chair, 3 <sup>rd</sup> Grade Lead)	NUMBER OF TEACHERS	PERCENT (50% or 100%)	AMOUNT
7th Grade Team Lead	4	100	\$ 728.28

I accept the terms of this assignment and will have performed the assignment outlined above during the current school year.

Thomas T  
Teacher's Signature  
Pamela Principal  
Principal's Signature

9-15-19  
Date  
9/18/2019  
Date



## APPOINTMENT AND AUTHORIZATION FORM

for Compensatory Emoluments & Instructional Chairperson Assignments

SCHOOL/WORK LOCATION 123 Elementary School	PRINCIPAL NAME Peter Principal
CONTACT PERSON Sam Secretary	PHONE NUMBER 301-952-6000
CONTACT PERSON'S EMAIL Samuel.Secretary@pgcps.org	DATE ENTERED IN ORACLE 9/26/2019

Teacher **Thelma T** 67890  
Last Name (please print) First MI EIN

has accepted appointment to the following assignment(s). It is understood that:

1. The requirements of this assignment have been established by the principal in advance.
2. This assignment will require no less than 40 hours (60 minute hours) in addition to the normal seven and one-half (7-1/2) hour day and is in addition to the standard teaching load for a regular day-school teacher.
3. If the sponsor of the activity receives compensatory time in the daily schedule (i.e., additional planning time) he/she must certify that 40 hours or more in addition to the regular 7-1/2 hour day are spent performing assignments during the school year as sponsor of an activity to be eligible for compensation.
4. A teacher will be limited to two (2) emoluments and one (1) Instructional Chairperson assignment. At the high school level, teachers will be limited to either 1 Instructional Chairperson or 1 Teacher Coordinator assignment.
5. This assignment will be satisfactorily completed by the teacher named unless its completion becomes impossible by the resignation/transfer or illness of the teacher, in which case the amount of compensation provided in the schedules may be divided among two teachers and prorated accordingly. In no case shall any compensation be paid until the activity has been completed.

### Compensatory Emoluments/Activities – MAXIMUM of 2

EMOLUMENT TITLE (i.e., Enrichment, Service)	ACTIVITY TITLE (i.e., Math Club, SGA)	PERCENT (50% or 100%)	AMOUNT
Testing Coordinator		100	\$ 1040.40
Enrichment Activity	Busy Bee Reading Club	50	\$ 419.80

### Instructional Chairperson/High School Teacher Coordinator Assignment – MAXIMUM of 1

ASSIGNMENT TITLE (i.e., Math Chair, 3 <sup>rd</sup> Grade Lead)	NUMBER OF TEACHERS	PERCENT (50% or 100%)	AMOUNT
Reading Department Chair	8	100	\$ 832.32

I accept the terms of this assignment and will have performed the assignment outlined above during the current school year.

Thelma T  
Teacher's Signature  
Peter Principal  
Principal's Signature

9-14-2019  
Date  
9/20/2019  
Date

# Submission Checklist

- ☐ 1. Each Appointment and Authorization Form matches exactly what has been submitted in Oracle
- ☐ 2. The forms are completed in their entirety and in alphabetical order (by employee last name)
- ☐ 3. Each form has been signed AND dated by the Principal and employee
- ☐ 4. The total number of emoluments is within the allowable number of emoluments per school:  
# of Service: \_\_\_\_\_ # of Enrichment: \_\_\_\_\_
- ☐ 5. The “number of teachers” entered on the form for Instructional Chair/High School Teacher Coordinator assignments represents the exact number of teachers in the department/grade level
- ☐ 6. No employee has exceeded the allowable number of emoluments (i.e., 2 activities and 1 Instructional Chair/High School Teacher Coordinator)
- ☐ 7. Each emolument includes the specific title and titles are not duplicated (i.e., clearly define similar titles)
- ☐ 8. Each emolument submitted at 50% has been paired with another employee completing the other 50% of the same emolument
- ☐ 9. Any emoluments for a “single-sex club/activity,” in accordance with Administrative Procedure 5181, includes a copy of the approval from Title IX Coordinator

# Emolument Submission

- ▶ Include the Compensatory Emolument Submission Checklist as a cover sheet
- ▶ All forms should be in alphabetical order and scanned as one document (forms should not be sent individually)
- ▶ Excel spreadsheet is no longer needed
- ▶ Emailed to [comp.emol@pgcps.org](mailto:comp.emol@pgcps.org) no later than October 9, 2020



# After Submission

- ▶ Should we have questions regarding the submission, we will email them from [comp.emol@pgcps.org](mailto:comp.emol@pgcps.org)
- ▶ **Respond to any follow-up inquiries promptly so as not to delay processing**
- ▶ Once review is complete, approved packet will be scanned back to the school
- ▶ Principal is responsible for advising employee of any changes and providing all employees with a copy of the final approved form
- ▶ Any changes in emolument assignments after the submission, should be entered in Oracle and documented via email to [comp.emol@pgcps.org](mailto:comp.emol@pgcps.org)



- ▶ Carefully review all documents to ensure each emolument is in compliance with the outlined procedures
- ▶ Ensure that everything entered in Oracle matches exactly what has been submitted on the Appointment & Authorization Forms

# Emolument Payments

- ▶ Principals must complete the final approval process no later than March 26, 2021 to ensure employees are paid in June 2021
- ▶ For each emolument entry, the Principal must select either 'Approve' or 'Deny'
- ▶ Once all emoluments have been approved/denied, the Principal must select the 'School Completed' box

Emoluments Block below and then select on Export option in File menu

Emolument	%	Payment	Status
Service Activity	100	948.84	SELECT
Enrichment Activity	100	839.60	APPROVED
Service Activity	100	948.84	APPROVED
Service Activity	100	948.84	APPROVED
Enrichment Activity	50	419.80	APPROVED
Enrichment Activity	100	839.60	APPROVED
Enrichment Activity	100	839.60	APPROVED
Instructional Chairperson (8+)	100	832.32	APPROVED
Service Activity	100	948.84	APPROVED
Instructional Chairperson (8+)	100	832.32	APPROVED

School Completed ☒

Human Resources Approved ☐



