



# BULLETIN

P-01-20

Originator's Serial No.

August 24, 2020

Date

Human Resources

Originating Office

June 30, 2021

Cancellation Date

**TO:** Associate Superintendents  
Instructional Directors  
Principals and Educators

**FROM:** Kristi I. Murphy, Ed.D.  
Chief Human Resources Officer

**RE:** Compensatory Emoluments, 2020 – 2021

## PURPOSE

To supply information for the processing of Compensatory Emoluments for Instructional Personnel as specified by the Negotiated Agreement between Prince George's County Educators' Association (PGCEA) and the Board of Education in Article 23, Section 23.5 and 23.6.

## PROCESS

Principals should reference the PGCPS [Fall 2020 Final Reopening Plan](#) (page 117) for guidance regarding the implementation of virtual clubs and activities.

Compensatory Emolument data should be entered directly from the school site into the Oracle system. Each Principal should designate a data entry person who will work with the Compensation and Classification office to input and maintain this data. **Enter all emolument data into the Oracle system by no later than October 9, 2020.**

Those experiencing difficulty accessing the Oracle Emolument Form should contact the Help Desk at <http://help.pgcps.org>.

Complete an *Appointment & Authorization Form* for each employee receiving an emolument; these forms are available in a PDF format on the Compensation and Classification website at <http://www.pgcps.org/compensationandclassification/forms-procedures/>.

Each form must be completed in its entirety and signed and dated by the employee and the Principal. Once the school completes all *Appointment & Authorization* forms, sort alphabetically by employee last name, scan as one file, and submit **electronically**, along with the completed *Compensatory Emolument Submission Checklist* (attached) to [comp.emol@pgcps.org](mailto:comp.emol@pgcps.org) by **October 9, 2020**.

After the Compensation and Classification office has reviewed the submission, Principals will receive a copy of the *Appointment & Authorization* form indicating the approval status. **The Principal must advise the employee of any change(s) indicated on the form so that they are aware of the approval status.** Additionally, the Principal is to provide each employee with a copy of the final approved form, and the school is to retain a copy of the final approved form for their records.

Any emolument assignment change(s) that occur after the deadline of October 9, 2020, must be entered in Oracle, approved by the Principal, and emailed to the Compensation and Classification office before March 26, 2021. For any change(s), submit a new/revised *Appointment & Authorization* form to the Compensation and Classification office at [comp.emol@pgcps.org](mailto:comp.emol@pgcps.org).

### **IMPORTANT NOTE**

Once the assigned employees complete all emolument assignments, the Principal must go back into the Oracle Emolument Form and select APPROVE or DENY for each employee entered, and check the 'School Completed' box. **The Principal must complete the APPROVE/DENY process by March 26, 2021, for eligible employees to receive emolument payment(s) before the end of June 2021.**

### **GENERAL INSTRUCTIONS**

Principals should refer to the Negotiated Agreement between Prince George's County Educators' Association (PGCEA) and the Board of Education, Article 23, Section 23.5 and 23.6, for appropriate compensation for instructional chairpersons and other activities authorized under the provisions of this bulletin. Listed below is a brief overview of Compensatory Emoluments:

- Each emolument is paid **100% to one** employee or split **50% between two** employees. Two individuals receiving 50% of an emolument each must be co-chairing the same activity/assignment.
- Each school is limited to **ten (10) service** and **ten (10) enrichment** activities.
- **Service activities** are those that a teacher does as a service for the school. Examples of service activities include '*Yearbook Sponsor*' and '*Patrol Coordinator*.' **Enrichment activities** provide enrichment for a group of students. Examples of enrichment activities include '*Dance Club*' and '*Step Team*.'
- **Instructional Chairpersons** are those who have responsibilities over professional persons and are the liaison between teachers and administration of the school. An Instructional Chairperson serves as a chair for a department/content or grade level.
- **A teacher will be limited to two (2) emoluments** (This can be in addition to the Instructional Chairperson or High School Teacher Coordinator assignment). **A teacher is limited to one (1) Instructional Chairperson or High School Teacher Coordinator assignment.**
- When activity/chairperson assignments are similar to another, be very specific in identifying the difference in the title (*i.e.*, '*2<sup>nd</sup> Grade Reading Club*' and '*5<sup>th</sup> Grade Reading Club*' or '*Special Education - Autism Instructional Chair*' and '*Special Education – Early Childhood Instructional Chair*').
- Only employees in the **PGCEA** bargaining unit will be eligible to receive an emolument. **There are no exceptions.**
- Any **single-sex clubs or activities** must follow the procedures outlined in Administrative Procedure 5181 and be approved by the Title IX Coordinator before requesting an emolument.
- The following are *not eligible* for payment via the Compensatory Emolument process:
  - Interscholastic Coaching assignments
  - Professional Development Lead Teacher (PDLT) assignments
  - Textbook Coordinator assignments
  - Restorative Practices Coordinator assignments

## **TRAINING**

Principals and their designees are strongly encouraged to register to attend one of the emolument training sessions. The following emolument training sessions will occur virtually and will begin at 9:30 a.m. unless otherwise noted. Participants must register via MyPPS.

Section # 20705 – September 11, 2020

Section # 20706 – September 18, 2020

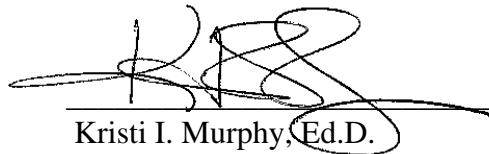
Section # 20709 – September 22, 2020

Section # 20710 – October 2, 2020

Section # 20713 – October 6, 2020

Send questions regarding emolument processing to the Compensation and Classification office at [comp.emol@pgcps.org](mailto:comp.emol@pgcps.org).

**FILING INSTRUCTIONS**: Retain for reference until June 30, 2021.



Kristi I. Murphy, Ed.D.  
Chief Human Resources Officer

Attachment:   Compensatory Emoluments Compensation Scale  
                  Appointment & Authorization form  
                  Compensatory Emoluments Submission Checklist

**Compensatory Emoluments Compensation Scale**  
*Instructional Chairperson, Service, Enrichment & Other Activities*  
**July 1, 2020 - June 30, 2021**

*Special Centers must follow guidelines for the appropriate grade levels.*

**ELEMENTARY SCHOOLS**

| <b>Activities (Max of 2 per employee)</b>                                 | <b>Amount</b> |
|---|---------------|
| Enrichment Activity - 10 per school                                       | \$ 839.60     |
| Service Activity - 10 per school  | \$ 948.84     |
| Technology Coordinator - Elementary Only - (1-999) Number of students     | \$ 1,040.40   |
| Technology Coordinator - Elementary Only - (1000-1999) Number of students | \$ 1,264.09   |
| Technology Coordinator - Elementary Only - (2000+) Number of students     | \$ 1,818.62   |
| Testing Coordinator   | \$ 1,040.40   |

| <b>Instructional Chairperson Assignments (Max of 1 per employee)</b> | <b>Amount</b> |
|--|---------------|
| Instructional Chair (2 - 4) Number of teachers in the department     | \$ 728.28     |
| Instructional Chair (5 - 7) Number of teachers in the department     | \$ 780.30     |
| Instructional Chair (8+) Number of teachers in the department        | \$ 832.32     |

**MIDDLE & K-8 SCHOOLS**

| <b>Activities (Max of 2 per employee)</b> | <b>Amount</b> |
|---|---------------|
| Enrichment Activity - 10 per school       | \$ 839.60     |
| Middle School Newspaper                   | \$ 1,886.25   |
| Middle School Yearbook                    | \$ 1,886.25   |
| National Honor Society                    | \$ 1,469.04   |
| Service Activity - 10 per school          | \$ 948.84     |
| Student Government                        | \$ 948.84     |
| Testing Coordinator                       | \$ 1,040.40   |

| <b>Instructional Chairperson Assignments (Max of 1 per employee)</b> | <b>Amount</b> |
|--|---------------|
| Instructional Chair (2 - 4) Number of teachers in the department     | \$ 728.28     |
| Instructional Chair (5 - 7) Number of teachers in the department     | \$ 780.30     |
| Instructional Chair (8+) Number of teachers in the department        | \$ 832.32     |

# Compensatory Emoluments Compensation Scale (cont.)

July 1, 2020 - June 30, 2021

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## HIGH SCHOOLS

| <b>Activities (Max of 2 per employee)</b>  | <b>Amount</b> |
|--|---------------|
| Academic Coach* - 3 per school   | \$ 2,594.76   |
| Drama and Music (1-999) Number of students - 2 per school  | \$ 3,169.06   |
| Drama and Music (1000-2000) Number of students - 2 per school  | \$ 4,234.43   |
| Drama and Music (2001+) Number of students - 2 per school  | \$ 5,284.19   |
| Enrichment Activity - 10 per school  | \$ 839.60     |
| Forensic/Mock Trial  | \$ 2,387.72   |
| Gymkhana (Senior)  | \$ 1,429.51   |
| High School Class Sponsor (Grades 9 - 11) - 3 per school   | \$ 1,469.04   |
| High School Newspaper (8 Issues with Ads)  | \$ 2,532.33   |
| High School Newspaper without Ads  | \$ 1,886.25   |
| High School Science Fair Coordinator   | \$ 1,818.62   |
| High School Yearbook with Ads  | \$ 3,169.06   |
| High School Yearbook without Ads   | \$ 1,491.93   |
| Intramurals (Senior)   | \$ 1,429.51   |
| National Honor Society   | \$ 1,469.04   |
| Pom Poms (Senior)  | \$ 1,429.51   |
| School Literary Magazine (Each Issue - Limit 2)  | \$ 1,576.21   |
| Senior Class Sponsor - 2 per school  | \$ 1,886.25   |
| Service Activity - 10 per school   | \$ 948.84     |
| Student Government - 2 per school  | \$ 1,886.25   |
| <b>Instructional Chairperson / Teacher Coordinator Assignments (Max of 1 per employee)</b>   | <b>Amount</b> |
| Instructional Chair (2 - 4) Number of teachers in the department   | \$ 728.28     |
| Instructional Chair (5 - 7) Number of teachers in the department   | \$ 780.30     |
| Instructional Chair (8+) Number of teachers in the department  | \$ 832.32     |
| Teacher Coordinator - High School Only (1 for each of these subjects per school: English, Mathematics, Science, Social Studies, and Special Education) | \$ 2,080.80   |

\*Academic Coach assists students at risk of satisfying the 2.0-grade point average requirement for participation in extracurricular activities.

## Compensatory Emoluments Submission Checklist

This checklist should accompany the scanned packet of forms upon submission to  
[Comp.Emol@pgcps.org](mailto:Comp.Emol@pgcps.org)

School Name: \_\_\_\_\_

- \_\_\_\_\_ 1. Each *Appointment and Authorization* form exactly matches what has is submitted in Oracle.
- \_\_\_\_\_ 2. The forms are completed in their entirety and 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 amount 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., two activities and one Instructional Chair/High School Teacher Coordinator).
- \_\_\_\_\_ 7. Each emolument includes the specific title, and they are not duplicated (i.e., clearly define similar titles).
- \_\_\_\_\_ 8. Each emolument submitted at 50% has been pair with the other 50% of the same emolument.
- \_\_\_\_\_ 9. Any emoluments for a “single-sex club/activity,” includes a copy of the approval from Title IX Coordinator.

Form completed by \_\_\_\_\_

Date \_\_\_\_\_