



BULLETIN

P-01-19

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Date

Human Resources
Originating Office

June 30, 2020

Cancellation Date

TO: Associate Superintendents
Instructional Directors
Principals and Educators

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

RE: Compensatory Emoluments, 2019 - 2020

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.

PROCESS

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. Those experiencing difficulty accessing the Oracle Emolument Form should contact the Help Desk at <http://help.pgcps.org>. **All emolument data must be entered into the Oracle system by October 11, 2019.**

For each employee receiving an emolument, an Appointment & Authorization Form must be completed. These forms have been converted to a PDF version that is accessible via the Compensation & Classification website at:

<http://www.pgcps.org/compensationandclassification/forms-procedures/>.

This new form must be used, and the previous triplicate copies of the form will no longer be accepted. Each form must be completed in its entirety and signed and dated by the Teacher and the Principal. Once all forms are completed by the school, the forms should be sorted alphabetically, scanned as one file, and submitted **electronically**, along with the completed **Compensatory Emolument Submission Checklist** (attached) to comp.emol@pgcps.org, **by October 11, 2019**.

After the Compensation and Classification office has reviewed the submission, Principals will receive a copy of the Appointment and Authorization Forms indicating what has been approved. **The Principal must advise the Teachers of any change(s) indicated on the form so they will know what has been approved.** 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 11, 2019, must be entered in Oracle, approved by the Principal, and documented via e-mail prior to March 27, 2020. For any change(s), a new/revised Appointment & Authorization Form must be submitted to the Compensation and Classification office at comp.emol@pgcps.org.

IMPORTANT NOTE: Once all emolument assignments are completed by assigned employees, 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 27, 2020, in order for eligible employees to receive emolument payment(s) prior to the end of June 2020.**

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, for appropriate compensation for instructional chairpersons and other activities authorized in accordance with the provisions of this bulletin. Listed below is a brief overview of Compensatory Emoluments:

- Each individual emolument will be paid at **100% to one** employee or **50% to two** employees. Two individuals receiving 50% of an emolument each must be co-chairing the same activity.
- 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 used as a 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., '2nd Grade Reading Club' and '5th 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 will be no exceptions.**
- Any **single-sex clubs or activities** must follow the procedures outlined in Administrative Procedure 5181; requests must be submitted and approved by the Title IX Coordinator prior to requesting an emolument.
- The following are not paid via the Compensatory Emolument process:
 - Interscholastic Coaching assignments
 - Professional Development Lead Teacher (PDLT) assignments
 - Textbook 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 have been established and will take place at Bonnie F. Johns Educational Media Center, in Lab 110.

MyPPS Course # 11882

Section # 15745 – September 13, 2019, 8:30 a.m. - 10:00 a.m.

Section # 15746 – September 20, 2019, 8:30 a.m. - 10:00 a.m.

Section # 15747 – September 24, 2019, 8:30 a.m. - 10:00 a.m.

Section # 15748 – October 4, 2019, 8:30 a.m. - 10:00 a.m.

Questions pertaining to emolument processing should be directed to the Compensation and Classification office at comp.emol@pgcps.org.

FILING INSTRUCTIONS: Retain for reference until June 30, 2020.



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, 2019 - June 30, 2020**

ELEMENTARY SCHOOLS	
Compensatory Emoluments/Activities (Max of 2 per employee)	Amount
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
Instructional Chairperson Assignments (Max of 1 per employee)	Amount
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 SCHOOLS	
Compensatory Emoluments/Activities (Max of 2 per employee)	Amount
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
Instructional Chairperson Assignments (Max of 1 per employee)	Amount
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

Special Centers must follow guidelines for the appropriate grade levels.

K-8 schools may select from the middle school chart.

HIGH SCHOOLS

Compensatory Emoluments/Activities (Max of 2 per employee)	Amount
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 Pons (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
Instructional Chairperson/Teacher Coordinator Assignments (Max of 1 per employee)	Amount
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 (1 for each of these subjects per school - English, Mathematics, Science, Social Studies and Special Education) High School Only	\$ 2,080.80

**The Academic Coach is to provide assistance to students at risk of satisfying the 2.0-grade point average requirement for participation in extracurricular activities.*

Compensatory Emolument Submission Checklist

*This checklist should accompany the scanned packet of forms upon submission to
Comp.Emol@pgcps.org*

School _____

Form Completed By _____ Date _____

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