

Compensatory Emolument Submission Checklist

Please review each item listed below and check the accompanying box to indicate that it has been completed/verified. **This checklist should accompany the scanned packet of forms upon submission to Comp.Emol@pgcps.org.**

School _____

Form Completed By _____ Date _____

- 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/team (not the number of teachers in the whole school)
- 6. No employee has exceeded the allowable number of emoluments (i.e., 2 emoluments/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