

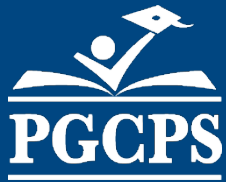


# Compensatory Emoluments

2024 - 2025

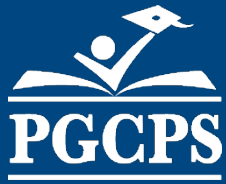
# Contact Information

- **Office of Compensation & Classification**
  - Email us at: [Comp.Emol@pgcps.org](mailto:Comp.Emol@pgcps.org) (please include school name in the subject line)
  - Access documents:  
<https://www.pgcps.org/offices/compensation-and-classification>
  - **Help Desk**
  - Trouble accessing the emolument module in Oracle: <http://help.pgcps.org>



# Important Dates

- **October 18, 2024**
  - All emolument data must be entered in Oracle
  - Complete submission scanned & emailed to [comp.emol@pgcps.org](mailto:comp.emol@pgcps.org)
  
- **March 21, 2025**
  - All changes must be entered in Oracle
  - Detailed summary of changes emailed to [comp.emol@pgcps.org](mailto:comp.emol@pgcps.org)
  - Any additional Appointment & Authorization Forms emailed to [comp.emol@pgcps.org](mailto:comp.emol@pgcps.org)
  - Principal must select Approve/Deny and check the 'School Completed Box'
  
- **June 2025 (TBD)**
  - Emolument payments will be issued to employees



# 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 of form) and 1 Instructional Chairperson or HS Teacher Coordinator (bottom section of form)
- Each emolument can be assigned to one employee at 100% or split between two employees at 50% each. Each emolument must add up to 100%.
- Emolument assignments must be no less than 40 hours in addition to the normal 7.5 hour work day, and in addition to the standard teaching load
- The following are not paid via the Compensatory Emolument process:
  - Interscholastic Coaching assignments
  - Professional Development Lead Teacher (PDLT) assignments
  - Professional Development Schools (PDS) Mentor Teacher assignments
  - Textbook Coordinator assignments
  - Restorative Practices Coordinator assignments
  - Building Based Evaluation Liaison
  - Engagement and Technology Lead assignments
  - Equity Lead assignments



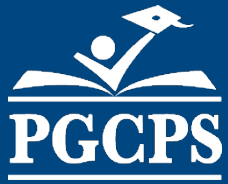
# Emolument Eligibility

## PGCEA:

- The Compensatory Emolument program is limited to employees in the PGCEA bargaining unit only

## Local 2250:

- If sponsorship of an extracurricular activity has not been filled by a PGCEA employee, the position may be filled by a member of Local 2250 provided that any extra time requirement would not result in any duty week that exceeded forty (40) hours. The following positions would not be eligible for sponsorship of an extracurricular activity because their duty week consists of forty (40) hours:
  - Licensed Practical Nurses and Registered Nurses
  - All Clerical & Technical Employees on Salary Table 700, for example
    - Parent Engagement Assistants
    - Itinerant Special Education Assistants
    - In School Suspension Room Monitors
    - School Secretaries
- **Labor laws do not permit hourly employees to receive lump sum payments for work performed, such as emoluments.** Hourly employees must be compensated at their hourly rate for work performed beyond duty day.
- Principal can submit a request for a Second Assignment. Requests must follow the guidelines and process outlined in Administrative Procedure 4107 – Use of Employee Second Assignments.



# Emolument/Activity Titles

**Service Activity**: those that an educator 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://www.pgcps.org/offices/ograc/administrative-procedures>

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 are used as a liaison between a group of teachers and administration of the school; generally serves as a chair for a department, content or grade level

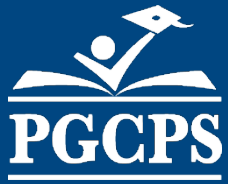
## Examples:

### **Instructional Chairperson**

- 3<sup>rd</sup> Grade Chair
- Math Department Chair
- 8<sup>th</sup> Grade Team Lead
- Guidance Chair
- Creative Arts Department Chair


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

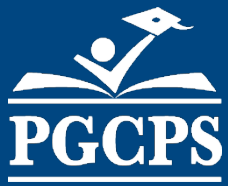




# Appointment & Authorization Forms

- Forms should be typed (not handwritten)
- Each form must be completed in its entirety
- One form for each educator
- Form should be completed by the emolument designee (not the individual educators)

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



# Emolument & Chairperson Assignments

- For emoluments/activities, the Emolument Title and Activity Title must be provided. This is the same title that appears in the drop down box in Oracle.
- Emolument Title: Name of emolument. Same as listed in Oracle in drop down box and on the rate chart.
- Activity Title: Name of activity taking place at the school. 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 (not the total number of teachers in the whole school)

### Compensatory Emoluments/Activities – MAXIMUM of 2

| EMOLUMENT TITLE (i.e., Enrichment, Service, Test Coor, Tech Coor) | ACTIVITY TITLE (i.e., Math Club, SGA) | PERCENT (50% or 100%) | AMOUNT      |
|---|---------------------------------------|-----------------------|-------------|
| Enrichment  | 3rd Grade Homework Club               | 50                    | \$ 436.59   |
| Tech Coor (Elem Only)   |                                       | 100                   | \$ 1,082.02 |

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

| ASSIGNMENT TITLE (i.e., Math Chair, 3 <sup>rd</sup> Grade Lead) | TOTAL NUMBER OF TEACHERS IN DEPT | PERCENT (50% or 100%) | AMOUNT    |
|---|----------------------------------|-----------------------|-----------|
| Science Dept Chair  | 4                                | 100                   | \$ 757.41 |



# Sample - Appointment & Authorization Form



## APPOINTMENT AND AUTHORIZATION FORM

### for Compensatory Emoluments & Instructional Chairperson Assignments

|   |                                     |
|---|-------------------------------------|
| SCHOOL/WORK LOCATION<br>ABC Middle School           | PRINCIPAL NAME<br>Pamela Principal  |
| CONTACT PERSON<br>Sally Secretary                   | PHONE NUMBER<br>301-952-8000        |
| CONTACT PERSON'S EMAIL<br>Sally.Secretary@pgcps.org | DATE ENTERED IN ORACLE<br>9/28/2019 |

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                   | 986.79 |
| Middle School Newspaper                     |                                       | 50                    | 980.85 |

#### 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                   | 757.41 |

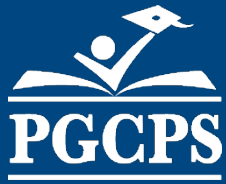
I accept the terms of this assignment and will have performed the assignment outlined above during the current school year.

*Thomas T*  
Teacher's Signature

9-15-19  
Date

*Pamela P*  
Principal's Signature

9/18/2019  
Date

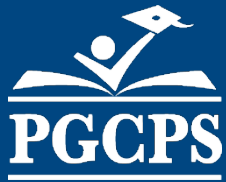


# Submission Checklist

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 (not the number of teachers in the whole school)
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)
- Emailed to [comp.emol@pgcps.org](mailto:comp.emol@pgcps.org) no later than October 18, 2024

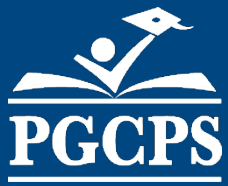


# After Submission

- 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 the review is complete, approved packet will be scanned back to the school
- Principal is responsible for advising employees 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 along with the Appointment & Authorization Form to [comp.emol@pgcps.org](mailto:comp.emol@pgcps.org)

# HELPFUL TIPS

- Refer to last year's approved submission as a guide
- 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

- Beginning on/around March 1, 2025, Principals must complete the final approval process
- This has to be completed no later than March 21, 2025 to ensure employees are paid in June 2025
- 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
- For any emolument that is denied, send a brief explanation for the denial to [comp.emol@pgcps.org](mailto:comp.emol@pgcps.org)

| Emolument                      | %   | Payment | Status   |
|--------------------------------|-----|---------|----------|
| Service Activity               | 100 | 986.79  | APPROVED |
| Instructional Chairperson(2-4) | 100 | 757.41  | APPROVED |
| Service Activity               | 50  | 493.40  | APPROVED |
| Service Activity               | 50  | 493.40  | APPROVED |
| Enrichment Activity            | 100 | 873.18  | DENIED   |
| Instructional Chairperson (8+) | 100 | 865.61  | APPROVED |

School Completed

Human Resources Approved



# QUESTIONS

