



BULLETIN

P-01-18

Originator's Serial No.

July 15, 2017

Date

Human Resources

Originating Office

June 30, 2018

Cancellation Date

TO: Associate Superintendents
Instructional Directors
Principals and Teachers

FROM: Herman C. James
Chief Human Resources Officer

RE: Compensatory Emoluments, 2017-2018

1. **PURPOSE:** To supply information for the processing of Compensatory Emoluments for Instructional Personnel.
2. **INFORMATION:** The Board of Education has authorized the Chief Executive Officer to continue programs providing for Department Chairpersons, and student activities with Compensatory Emoluments for teacher sponsors as specified by the **Negotiated Agreement between Prince George's County Educators' Association (PGCEA) and the Board of Education** in Article VIII, Sections 8.03 and 8.04.

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 Office of Compensation and Classification to input and maintain this data. If you experience difficulty accessing the Oracle emolument form, please send an e-mail regarding your concern to helpdesk@pgcps.org. **All emolument data must be entered into the Oracle system by October 13, 2017.** After the emolument data is entered, please export the data into an excel report, sorted by emolument assignment and next by employee name.

The **Appointment and Authorization Forms** that have been distributed to all schools and centers for use are the exact same as the version that was provided and used by schools last year. This form must be completed in triplicate, signed by the teacher and principal, and submitted along with a printed copy of the excel emolument report to the Office of Compensation and Classification, Sasscer Administration Building – Temporary # 473, by **October 13, 2017.**

Principals will receive a copy of the **Appointment and Authorization Forms**, indicating what has been approved by the Office of Compensation and Classification. **The Principal must advise 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 eligible to receive an emolument a copy of the final approved form.**

Any emolument assignment change(s) that occur after the deadline (October 13, 2017) must be entered in Oracle, approved by the Principal and documented via e-mail prior to March 9, 2018. For any change(s), a new/revised Appointment and Authorization Form must be submitted to the Office of Compensation and Classification.

IMPORTANT NOTE: Once all emolument assignments are completed by assigned employees, Principals must go back into the Oracle emolument form and select APPROVE or DENY for each employee entered and check the 'School Completed' box. Principals must complete the APPROVE/DENY process by March 16, 2018, in order for eligible employees to receive emolument payment(s) prior to the end of June 2018.

GENERAL INSTRUCTIONS

Principals should refer to the Negotiated Agreement between Prince George's County Educators' Association (PGCEA) and the Board of Education, Article VIII, Sections 8.03 and 8.04, for appropriate compensation for instructional chairpersons and other activities authorized in accordance with the provisions of this bulletin. Listed below is a brief overview regarding compensatory emoluments.

- An emolument will be paid at 100% to one employee or 50% to two employees.
- As stated in the negotiated agreement, each school is limited to 10 service and 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. It is imperative that each school adheres to this limitation because of budgetary constraints.
- Also note that a **teacher will be limited to two activities**. This can be in addition to the Instructional Chairperson assignment.
- Only members of **PGCEA Bargaining Unit** will be eligible to receive an emolument. **There will be no exceptions.**
- Interscholastic coaching assignments will not be paid via the Compensatory Emolument process. **Please contact Mr. Earl Hawkins for interscholastic coaching assignments (i.e., football, basketball, cheerleading, etc.).**

Questions pertaining to emolument processing should be directed to the Office of Compensation and Classification at comp.emol@pgcps.org. Please include the name of school, name of principal/administrator, name of data entry personnel, and contact number.

PLEASE NOTE: You may order additional Appointment and Authorization Forms from the Warehouse, if required. Future orders should be placed under the following control number (PGIN 7540-9007).

3. **FILING INSTRUCTIONS:** Retain for reference until June 30, 2018.

A handwritten signature in black ink that reads "Herman C. James". The signature is written in a cursive style and is positioned above a horizontal line.

Herman C. James
Chief Human Resources Officer

Attachment: Compensatory Emoluments Compensation Scale

Distribution: Lists 1, 6, 10 & 11 – 2 Copies
Lists 2 & 5 – 5 Copies
Lists 3 & 4 – 10 Copies

**Compensatory Emoluments – Compensation Scale
Product, Service, Enrichment & Other Activities
July 1, 2017 - June 30, 2018**

ELEMENTARY SCHOOLS

Title	Amount
Enrichment Activity - 10 per school	\$ 839.60
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
Service Activity - 10 per school	\$ 948.84
Technology Coordinator - Elem Only - (1-999) Number of students	\$ 1,040.40
Technology Coordinator - Elem Only - (1000-1999) Number of students	\$ 1,264.09
Technology Coordinator - Elem Only - (2000+) Number of students	\$ 1,818.62
Testing Coordinator	\$ 1,040.40

MIDDLE SCHOOLS

Title	Amount
Enrichment Activity - 10 per school	\$ 839.60
Instructional Chair (2-4) Number of teachers	\$ 728.28
Instructional Chair (5-7) Number of teachers	\$ 780.30
Instructional Chair (8+) Number of teachers	\$ 832.32
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

HIGH SCHOOLS

Title	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
Instructional Chair (2-4) Number of teachers	\$ 728.28
Instructional Chair (5-7) Number of teachers	\$ 780.30
Instructional Chair (8+) Number of teachers	\$ 832.32
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
Teacher Coordinator (English, Mathematics, Science, Social Studies and Special Education) High School Only	\$ 2,080.80

Special Centers must follow guidelines for the appropriate grade levels.

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

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.