TO: Associate Superintendents
   Instructional Directors
   Principals
   Teachers

FROM: Monica Goldson
       Acting Chief Operating Officer

SUBJECT: Compensatory Emoluments, 2012-2013

1. PURPOSE: To supply information for the processing of Compensatory Emoluments for Instructional Personnel.

2. INFORMATION: The Board of Education has authorized the Superintendent of Schools 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. The following procedures should be observed.

   **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 & Classification to 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 15, 2012.** After the emolument data is entered, please export the data into an excel report, sorted by emolument assignment and next by employee name. The emolument report should be forwarded to comp.emol@pgcps.org along with your school name in the subject line.

   If the designated data entry person requires individual assistance or is a new employee, please feel free to register the employee for an hour training session on emolument processing. The **training session will be held on October 3, 2012 at Bonnie Johns Training Center.** Please register for a training session in advance using ERO User Registration. The SRN number for this course is 7008113201. If you have any problems registering, you may contact the Technology Training Team at (301) 925-2874.

   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 (sample copy attached). 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, Room 208, by October 15, 2012.

   Principals will receive a copy of the **Appointment and Authorization Forms**, indicating what has finally been approved. The Principal must advise teachers of any change(s) indicated on the form so they will know what has been approved.
Any emolument assignment change(s) that occur after the deadline (October 15, 2012) must be entered in Oracle, approved by the Principal and documented via e-mail prior to March 28, 2013.

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. Principals must complete the APPROVE/DENY process by March 28, 2013 in order for eligible employees to receive emolument payment(s) prior to the end of June 2013.

**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 only 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. While this can be in addition to the Instructional Chairperson assignment, it is intended to include any academic coaching 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 comp.emoi@pgcps.org or you may call Ms. Carolyn Bell at 301-780-6866 or Ms. Cathy Owens at 301-952-6038. Please include name of school, name of principal/administrator, name of data entry personnel, contact number and fax 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, 2013.

Attachment: Payment Amounts for Compensatory Emoluments by School Type

**Distribution:**
- Lists 1, 6, 10, & 11 – 2 Copies
- Lists 2 & 5 – 5 Copies
- Lists 3 & 4 – 10 Copies
## ELEMENTARY SCHOOLS

<table>
<thead>
<tr>
<th>Title</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrichment Activity</td>
<td>$ 807</td>
</tr>
<tr>
<td>Instructional Chair (2-4) Number of teachers in the department</td>
<td>$ 700</td>
</tr>
<tr>
<td>Instructional Chair (5-7) Number of teachers in the department</td>
<td>$ 750</td>
</tr>
<tr>
<td>Instructional Chair (8+) Number of teachers in the department</td>
<td>$ 800</td>
</tr>
<tr>
<td>Service Activity</td>
<td>$ 912</td>
</tr>
<tr>
<td>Technology Coordinator - Elem Only - (1000-1999) Number of students</td>
<td>$ 1,215</td>
</tr>
<tr>
<td>Technology Coordinator - Elem Only - (1-999) Number of students</td>
<td>$ 1,000</td>
</tr>
<tr>
<td>Technology Coordinator Elem Only - (2000+) Number of students</td>
<td>$ 1,748</td>
</tr>
<tr>
<td>Testing Coordinator</td>
<td>$ 1,000</td>
</tr>
</tbody>
</table>

## MIDDLE SCHOOLS

<table>
<thead>
<tr>
<th>Title</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrichment Activity</td>
<td>$ 807</td>
</tr>
<tr>
<td>Instructional Chair (2-4) Number of teachers</td>
<td>$ 700</td>
</tr>
<tr>
<td>Instructional Chair (5-7) Number of teachers</td>
<td>$ 750</td>
</tr>
<tr>
<td>Instructional Chair (8+) Number of teachers</td>
<td>$ 800</td>
</tr>
<tr>
<td>Middle School Newspaper</td>
<td>$ 1,813</td>
</tr>
<tr>
<td>Middle School Yearbook</td>
<td>$ 1,813</td>
</tr>
<tr>
<td>National Honor Society</td>
<td>$ 1,412</td>
</tr>
<tr>
<td>Service Activity</td>
<td>$ 912</td>
</tr>
<tr>
<td>Student Government (Middle School)</td>
<td>$ 912</td>
</tr>
<tr>
<td>Testing Coordinator</td>
<td>$ 1,000</td>
</tr>
</tbody>
</table>

## HIGH SCHOOLS

<table>
<thead>
<tr>
<th>Title</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Coach</td>
<td>$ 2,494</td>
</tr>
<tr>
<td>Drama and Music (1000-2000) Number of students</td>
<td>$ 4,070</td>
</tr>
<tr>
<td>Drama and Music (1-999) Number of students</td>
<td>$ 3,046</td>
</tr>
<tr>
<td>Drama and Music (2001+) Number of students</td>
<td>$ 5,079</td>
</tr>
<tr>
<td>Enrichment Activity</td>
<td>$ 807</td>
</tr>
<tr>
<td>Forensic/Mock Trial</td>
<td>$ 2,295</td>
</tr>
<tr>
<td>Gymkhana (Senior)</td>
<td>$ 1,374</td>
</tr>
<tr>
<td>High School Class Sponsor (Grades 9-11)</td>
<td>$ 1,412</td>
</tr>
<tr>
<td>High School Newspaper (8 Issues With Ads)</td>
<td>$ 2,434</td>
</tr>
<tr>
<td>High School Newspaper Without Ads</td>
<td>$ 1,813</td>
</tr>
<tr>
<td>High School Science Fair Coordinator</td>
<td>$ 1,748</td>
</tr>
<tr>
<td>High School Yearbook With Ads</td>
<td>$ 3,046</td>
</tr>
<tr>
<td>Instructional Chair (2-4) Number of teachers</td>
<td>$ 700</td>
</tr>
<tr>
<td>Instructional Chair (5-7) Number of teachers</td>
<td>$ 750</td>
</tr>
<tr>
<td>Instructional Chair (8+) Number of teachers</td>
<td>$ 800</td>
</tr>
<tr>
<td>Intramurals (Senior)</td>
<td>$ 1,374</td>
</tr>
<tr>
<td>National Honor Society</td>
<td>$ 1,412</td>
</tr>
<tr>
<td>Pom Pons (Senior)</td>
<td>$ 1,374</td>
</tr>
<tr>
<td>School Literary Magazine (Each Issue - Limit 2)</td>
<td>$ 1,515</td>
</tr>
<tr>
<td>Senior Class Sponsor (2) Number of teachers</td>
<td>$ 1,813</td>
</tr>
<tr>
<td>Service Activity</td>
<td>$ 912</td>
</tr>
<tr>
<td>Student Government (High School)</td>
<td>$ 1,813</td>
</tr>
<tr>
<td>Teacher Coordinator (English, Mathematics, Science, Social Studies and Special Education) High School Only</td>
<td>$ 2,000</td>
</tr>
</tbody>
</table>

Special Centers must follow guidelines for the appropriate grade levels.
K-8 schools may select from the middle school chart.