

BULLETIN

P-01-24

Originator's Serial No.

August 15, 2024

Date

Human Resources
Originating Office

June 30, 2025

Cancellation Date

TO: Associate Superintendents
Instructional Directors
Principals

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

RE: Compensatory Emoluments, 2024 - 2025

PURPOSE

To supply information for processing Compensatory Emoluments for Instructional Personnel as specified by the Negotiated Agreement between Prince George's County Educators' Association (PGCEA) and the Board of Education [PGCEA negotiated agreement] in Article 23, Section 23.5 and 23.6.

PROCESS

Compensatory Emolument data should be entered directly from the school site into the Oracle system. Each Principal should designate an emolument designee 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 HelpDesk at <http://help.pgcps.org>. **All emolument data must be entered into the Oracle system by October 18, 2024.**

For each employee receiving an emolument, an *Appointment and Authorization* form must be completed by the Principal or their emolument designee. These forms are available in a PDF version accessible on the Compensation and Classification website at: <https://www.pgcps.org/offices/compensation-and-classification/forms-and-procedures>

Each form must be completed in its entirety and signed and dated by the employee and the Principal. Once the school completes all forms, they should be sorted alphabetically; scanned as one file; and **electronically** submitted along with the completed **Compensatory Emolument Submission Checklist** (attached) to comp.emol@pgcps.org by **October 18, 2024**.

After Compensation and Classification 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 employee of any change(s) indicated on the form so that they are aware of 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 forms for their records.

Any emolument assignment change(s) that occur after the October 18, 2024 deadline must be entered in Oracle and documented via e-mail before March 21, 2025. For any change(s), a new/revised *Appointment*

and Authorization form must be submitted to the Compensation and Classification office at comp.emol@pgcps.org.

IMPORTANT NOTE

Starting on/around **March 1, 2025**, the Principal must go back into the *Oracle Emolument Form* and select APPROVE or DENY for each employee entered, indicating whether the assignment is approved or denied for payment, and check the ‘School Completed’ box.

Principals must complete the APPROVE/DENY process by March 21, 2025, for eligible employees to receive emolument payment(s) before the end of June 2025. Emoluments not approved and processed for payment before the end of June 2025, will require Area Office, Chief Human Resources Officer and Chief Financial Officer approval in order to request retroactive payment. To avoid this process and delayed payments to educators, Principals must complete the APPROVE/DENY process by March 21, 2025.

GENERAL INSTRUCTIONS

Principals should refer to the PGCEA negotiated agreement, Article 23, Section 23.5 and 23.6, 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:

- Every individual emolument will be paid at **100% to one** employee or **50% each to two** employees. Individuals receiving 50% of an emolument each must be co-chairing the same activity/assignment.
- 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 (*i.e., Yearbook Sponsor, Patrol Coordinator.*) **Enrichment activities** provide enrichment for a group of students (*i.e., Dance Club, Step Team.*)
- **Instructional Chairpersons** are identified as those having responsibilities over professional persons and are liaisons between teachers and the school administration. Generally, an Instructional Chairperson serves as a chair for a department/content or grade level.
- **A teacher will be limited to two (2) emoluments/activities**, which 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, be very specific in identifying the difference in the title (*i.e., 2nd Grade Reading Club versus 5th Grade Reading Club or Special Education - Autism Instructional Chair versus Special Education – Early Childhood Instructional Chair*).
- Only employees in the **PGCEA** bargaining unit will be eligible to receive an emolument; **No exceptions.**
- **Any single-sex clubs or activities** must follow the procedures outlined in Administrative Procedure 5181: *Single Sex Mentoring and Extracurricular Activities*; requests must be submitted and approved by the Title IX Coordinator before requesting an emolument.
- 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
- Equity Lead assignments
- Engagement and Technology Lead assignments

TRAINING


Principals and their designees are strongly encouraged to register through eDoctrina to attend one of the emolument training sessions. The emolument training sessions will occur virtually on September 20 at 9:30 a.m., September 26 at 9:30 a.m., October 8 at 9:30 a.m. and October 10 at 9:30 a.m. Registration in eDoctrina will be available beginning August 26.

Questions regarding training and technical use of the emolument platform should be directed to the Technology Training Team at t3@pgcps.org.

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

FILING INSTRUCTIONS

Retain for reference until June 30, 2025.



Kristi Murphy Baldwin, Ed.D.
Chief Human Resources Officer

Attachments: [Compensatory Emoluments – Compensation Scale](#)
[Appointment and Authorization form](#)
[Compensatory Emoluments Submission Checklist](#)