



# BULLETIN

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

P-01-13

Originator's Serial No.

August 29, 2012

Date

Human Resources

Originating Office

June 30, 2013

Cancellation Date

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](mailto: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](mailto: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

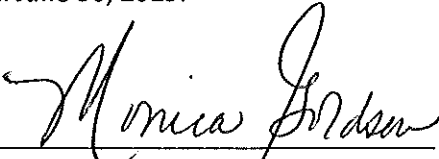
Principals should refer to the Negotiated Agreement between Prince George's County Educators Association (PGCEA) and the Board of Education, Article VIII, Sections 8.03 and 8.04 for appropriate compensation for instructional chairpersons and other activities authorized in accordance with the provisions 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.emol@pgcps.org](mailto:comp.emol@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.

  
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Monica Goldson  
Acting Chief Operating Officer

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

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

### MIDDLE SCHOOLS

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

### HIGH SCHOOLS

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

Special Centers must follow guidelines for the appropriate grade levels.

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