



2026 - 2027

Compensatory Emoluments

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Office of Compensation and Classification

Contact Information

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

Important Dates

DATE	ACTION
October 1, 2026	- All emolument data must be entered in Oracle - Complete submission scanned & emailed to comp.emol@pgcps.org
March 19, 2027	- All changes must be entered in Oracle - Detailed summary of changes emailed to comp.emol@pgcps.org - Any additional Appointment & Authorization Forms emailed to comp.emol@pgcps.org - Principal must select Approve/Deny and check the 'School Completed Box'
June 2027 (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 examples of assignments not paid via the Compensatory Emolument process. **Note: Individuals receiving a central-office stipend for an assignment cannot also receive a compensatory emolument for the same assignment.**
 - Interscholastic Coaching assignments
 - Professional Development Schools (PDS) Mentor Teacher assignments
 - Textbook Coordinator assignments
 - Building Based Evaluation Liaison
 - Engagement and Technology Lead assignments

Emolument Eligibility

PGCEA:

- The Compensatory Emolument program is limited to employees in the PGCEA bargaining unit only.
- In alignment with Maryland's Blueprint and the PGCPS Career Ladder, all Instructional Chairperson and Teacher Coordinator assignments require an individual to be a Level 2 Teacher. A Level 2 Teacher is defined as a state licensed teacher beginning/holding a Master's degree or beginning the NBCT process.

Emolument Activities

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](#)
- 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; **serves as a chair for a department, content or grade level**

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

In alignment with Maryland's Blueprint and the PGCPS Career Ladder, all Instructional Chairperson and Teacher Coordinator assignments require an individual to be a Level 2 Teacher.

Instructional Chairperson

3rd Grade Chair

Math Department Chair

8th Grade Team Lead

Guidance Chair

Creative Arts Department
Chair

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)

 APPOINTMENT AND AUTHORIZATION FORM for Compensatory Emoluments & Instructional Chairperson Assignments			
SCHOOL/WORK LOCATION Sasscer Elementary School		PRINCIPAL NAME Mary Principal	
CONTACT PERSON Jane Secretary		PHONE NUMBER 301-952-0000	
CONTACT PERSON'S EMAIL Jane.Secretary2@pgcps.org		DATE ENTERED IN ORACLE 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.
- Emolument Title: Name of emolument. Same as listed in Oracle in the drop down box and on the Compensation Scale.
- Activity Title: Name of activity taking place at the school. Should be specific to identify any differences (i.e., 2nd Grade Book Club, 5th 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) and check the checkbox confirming that the educator is on Teacher Career Ladder Level 2

Compensatory Emoluments/Activities – MAXIMUM of 2

EMOLUMENT TITLE (i.e., Enrichment, Service)	ACTIVITY TITLE (i.e., Math Club, SGA)	PERCENT (50% or 100%)	AMOUNT
ENRICHMENT	2nd GRADE READING CLUB	100	\$ 1,011.70
SERVICE	WEBMASTER	50	\$ 571.67

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

ASSIGNMENT TITLE (i.e., Math Chair, 3 rd Grade Lead)	# OF TEACHERS IN DEPARTMENT	CONFIRMED TEACHER CAREER LADDER LEVEL 2 (✓)	PERCENT (50% or 100%)	AMOUNT
MATH DEPARTMENT CHAIR	5	✓	100	\$ 940.25

SAMPLE – Appointment & Authorization Form



APPOINTMENT AND AUTHORIZATION FORM PGCEA Compensatory Emoluments & Instructional Chairperson Assignments

FORMS FOR THE 2026 – 2027 SCHOOL YEAR ARE DUE OCTOBER 1, 2026

SCHOOL/WORK LOCATION ABC ELEMENTARY SCHOOL	PRINCIPAL NAME PAMELA PRINCIPAL
CONTACT PERSON SALLY SECRETARY	PHONE NUMBER 123-456-7890
CONTACT PERSON'S EMAIL SALLY.SECRETARY@PGCPS.ORG	DATE ENTERED IN ORACLE 9/15/2026

TEACHER, THOMAS 12345

Last Name (please print) First MI EIN

has accepted appointment to the following assignment(s). It is understood that:

- The requirements of this assignment have been established by the principal in advance.
- 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.
- 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.
- 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.
- In alignment with Maryland's Blueprint and the PGCPS Career Ladder, all Instructional Chairperson and Teacher Coordinator assignments require an individual to be a Level 2 Teacher.
- 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% of 200%)	AMOUNT
ENRICHMENT	2 nd GRADE READING CLUB	100	1,011.70
SERVICE	WEBMASTER	50	571.67

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

ASSIGNMENT TITLE (i.e., Math Chair, 5 th Grade Lead)	# OF TEACHERS IN DEPARTMENT	CONFIRMED TEACHER CAREER LADDER LEVEL 2 (✓)	PERCENT (50% of 100%)	AMOUNT
MATH DEPARTMENT CHAIR	5	✓	100	940.25

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

Thomas Teacher 9/16/2026

Educator's Signature Date

Pamela Principal 9/16/2026

Principal's Signature Date

COMPLETED FORMS SHOULD BE SENT AS ONE FINAL SUBMISSION TO COMP_ENCL@PGCPS.ORG NO LATER THAN OCTOBER 1, 2026

HR APPROVAL

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. **NEW:** In alignment with Maryland's Blueprint and the PGCPS Career Ladder, all Instructional Chairperson and Teacher Coordinator assignments require an individual to be a Level 2 Teacher.
- ☐ 6. 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/team (not the number of teachers in the whole school)
- ☐ 7. No employee has exceeded the allowable number of emoluments
(i.e., 2 emoluments/activities and 1 Instructional Chair/High School Teacher Coordinator)
- ☐ 8. Each emolument includes the specific title and titles are not duplicated
(i.e., clearly define similar titles)
- ☐ 9. Each emolument submitted at 50% has been paired with another employee completing the other 50% of the same emolument
- ☐ 10. Any emoluments for a "single-sex club/activity," in accordance with Administrative Procedure 5181, includes a copy of the approval from Title IX Coordinator
- ☐ 11. I have reviewed and understand all compensatory emolument requirements and will adhere to all submission deadlines to ensure eligible educators are compensated in a timely manner (e.g., within the current fiscal year)

Emolument Submission



- Ensure you are using the forms and documents for the current school year
- 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 with the school name in the subject line no later than **October 1, 2026**

After the Submission



- Should we have questions regarding the submission, we will send an email from 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

Helpful Tips

- 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, 2027, Principals must complete the final approval process
- This has to be completed no later than March 19, 2027 to ensure employees are paid in June 2027
- 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



If you have additional questions or need one-on-one support, please sign up for a [Virtual Emolument Walk-in Clinic](#)