

# Compensatory Emolument Submission Checklist

Please review each item listed below and check the accompanying box to indicate that it has been completed/verified. **This checklist should accompany the scanned packet of forms upon submission to [Comp.Emol@pgcps.org](mailto:Comp.Emol@pgcps.org).**

School \_\_\_\_\_

Form Completed By \_\_\_\_\_ Date \_\_\_\_\_

- ☐ 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