



**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	PRINCIPAL NAME
CONTACT PERSON	PHONE NUMBER
CONTACT PERSON'S EMAIL	DATE ENTERED IN ORACLE

Last Name (please print)

First

MI

EIN

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

1. The requirements of this assignment have been established by the principal in advance.
2. 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.
3. 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.
4. 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.
5. 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. 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% or 100%)	AMOUNT
			\$
			\$

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
		☐		\$

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

Educator's Signature

Date

Principal's Signature

Date

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

HR APPROVAL

DATE