

**To:** Administrative Aides, Department Chairs, and Deans  
Rockville Student Affairs Department  
Takoma Park Student Affairs Department  
Germantown Student Affairs Department  
WDCE CEELS Department

**From:** Rosalee Law, Human Resources Specialist  
Office of Human Resources and Strategic Talent Management

**Subject:** Summer Pay for Non-Instructional Full-Time Faculty

**Date:** May 11, 2021

As the Workday implementation progresses and we continue our efforts to improve and streamline our HR business processes, starting with the 2021 summer sessions, non-instructional full-time faculty will be paid by ESH instead of by reporting hours on a timesheet, allowing us to pay all faculty more efficiently and consistently all year round. We are sending this by specific department because you will only receive the individual ESH rates for the faculty in your department.

The limits are still the same:

- A maximum of 12 ESH (472 hours) over the course of the entire summer (Sessions I and II).
- The first 9 ESH (352 hours) will be paid at the regular ESH rate.
- Up to an additional 3 ESH (120 hours) will be paid at the overload rate.

The attached Excel worksheet includes the individual non-instructional ESH rates for all of your applicable full-time faculty. In this worksheet, you will have to project how many hours your non-instructional full-time faculty will work for:

- Summer I (May 22 – July 09)
- Summer II (July 10 – August 20); the projection for Summer II can be done as late as the beginning of July

Once you have confirmed the projected hours, enter them accordingly into the worksheet which has a formula that will convert the hours into ESH. The overload rate will be the same for both instructional and non-instructional workloads. The hours to ESH calculation will be the same for overload, as well (40 hours = 1 ESH). **Note that these projected hours should not include hours they will work for classes they are teaching.**

Use these calculations to enter individual ESH rates when FLAC opens on June 1, 2021. A detailed Job Aide on how to process these in SIAASGN and FLAC are also attached.

We will share this information with faculty in tomorrow's *Employee Matters* newsletter. If you have questions or concerns, please email me at [Rosalee.Law@montgomerycollege.edu](mailto:Rosalee.Law@montgomerycollege.edu).