



## Summer Teaching and Employment

Area: Division of Academic Affairs	Number: 216
Subject: Summer Teaching and Employment	Issued:
Applies To: Division of Academic Affairs	Revised:
Sources:	Updated:
Responsible Party: Provost's Office	Page(s): Page 1 of 1

### I. Policy Statement

Opportunities for summer employment are sometimes available as summer enrollment and budget allocations allow.

*Summer Assignments for Faculty* When available, summer teaching may be remunerated at the rate of three percent of the previous spring's annualized salary per semester credit hour. The University exercises fiscal caution when making summer allocations. For this reason, classes must have sufficient enrollment to be offered.

*Restrictions on Summer Earnings* State and Regents accounting procedures place certain restrictions on summer earnings by nine-month employees. Summer earnings may not exceed 33 1/3 percent of the previous spring's annualized salary.

### II. Procedures

*Extrdepartmental Payments* It is the faculty member's responsibility to notify the department chair of any externally funded summer payments. Frequent among these are employment funded by extramural grants and contracts; payments from other departments; stipends from the Faculty Development, Research, and Service Committees; and monetary awards related to Awards for Excellence in research, teaching, and service. All such payments must be processed through the University's payroll system and, therefore, must be listed on the summer employment PPGRA that the department chair submits to the dean. Since department chairs, deans, and the Provost's Office do not always receive notice of grant awards, sponsored payments may not be made unless faculty make certain that their department chairs have the pertinent information and know to initiate the appropriate paperwork.

*Methods of Pay* The University System of Georgia Shared Services unit determines the summer payroll schedule. Revisions to summer payments must be submitted on Personnel Action Forms to the Provost's Office no later than July 31<sup>st</sup>. No revisions will be accepted after July 31<sup>st</sup>, except in the rare case where external funding provided by a grant or contract is finalized and approved by the Office of Research Services and Sponsored Programs after this date. Two checks are typically issued for non-teaching assignments.

*Benefits* The only deductions taken out of summer paychecks are retirement, FICA, and FICA-Med.