Extra Student Payment Process for Contract Lecturers

The OVPFA will provide departments with a tool that will automatically calculate Extra Student Payments (ESP). Departments will input information about each Contract Lecturer (CL) who is eligible for ESP and then use the results to complete a Personnel Action Form (PAF) to be submitted to HR.

The following explains the methodology for determining ESP:

1. Determine the number of sections taught by the CL in the term by department or school.

2. Determine the total number of students taught by the CL at the official count date (Fall – Nov 1st, Winter – Feb 1st).

3. Table 1 shows the maximum number of students the CL can teach without receiving ESP. This maximum was determined by the following formula:

   Number of Sections x Average Section Size = Total Maximum Number of Students at $0 ESP

Table 1:

# of Sections Taught by CL	**Total Maximum Number of Students ($0 ESP)**	**Average Section Size (For information only)**
(Column A)	(Column B)	(Column C)
1	**60**	60
2	**110**	55
3	**150**	50
4	**200**	50
5	**250**	50

4. If the total students taught exceeds the maximum in Table 1 Column B, the CL is eligible for ESP.

5. ESP is paid at a rate of $80 per student for the first 33 students per section. Table 2 shows the maximum number of students that can be paid out at $80 (Column C). If the total number of students exceeds threshold for premium (Column D), the ESP is paid at $80 for the first 33 extra students per section (Column C) and at the premium rate of $90 per student beyond 33 per section.

Table 2:

# of Sections	**Maximum Number of Students ($0 ESP)**	**Maximum Extra Students paid out at $80**	**Threshold for Premium ($90 ESP)**
(Column A)	(Column B)	(Column C)	(Column D)
1	60	33	>93
2	110	66	>176
3	150	99	>249
4	200	132	>332
5	250	165	>415

6. Determine the ESP owed using the following formulas:

   Extra Students = Total students – Maximum Number of Students $0 ESP (Column B)

Extra students Below Threshold for Premium (Column D)	**Extra Students Above Threshold for Premium (Column D)**
ESP = Extra Students x $80	Premium students = Extra students – Maximum Number of Students Paid at $80 (Column B) ESP = ($80 x Extra Students) + ($10 x Premium Students)

7. TAGA Support Implications:
   - If TAGA support is academically required, the CL receives 20% of the overall ESP payment as calculated above.
   - If TAGA support is not academically required, the CL can elect to receive TAGA support instead of ESP payment.
   - , a portion of the ESP can be allocated to the department/school to fund TAGA support. In that case, the payment = ESP – TAGA allocation

Examples:

Course	Section Code	Component (Lecture, Lab etc)	Total Students
ABC 101	9	Lecture	100
XYZ 203	7	Lecture	50
TUV 415	6	Lecture	75

Extra students = Total students - Maximum Number of Students $0 ESP
= 225-150
=75
75 is below the threshold for premium payment (Column D) therefore

ESP = $80 x Extra Students
=$80 x 75
=$6000

- If TAGA support is academically required, ESP is paid out at 20% ($6000 x 20% = $1200)
- If a portion of the ESP is assigned to TAGA, subtract that amount from the ESP payment

Course	Section Code	Component (Lecture, Lab etc)	Total Students
ABC 101	9	Lecture	100
XYZ 203	7	Lecture	100
TUV 415	6	Lecture	75

Extra students = Total students - Maximum Number of Students $0 ESP
= 275-150
=125
125 is above the threshold for premium payment (Column D), therefore calculate Premium Students
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Premium students = Extra students – (33x # sections)
=125-(33x3)
=26

ESP = ($80 x Extra Students) + ($10 x Premium Students)
=($80 x 125) +($10 x 26)
=$10,260

- If TAGA support is academically required, ESP is paid out at 20% ($10,260 x 20% = $2052)
- If a portion of the ESP is assigned to TAGA, subtract that amount from the ESP payment