

Pay Plan and Summer Pay Description
Scope: The Learning Spectrum (TLS)
Revised Date: 7/21/2025

PURPOSE

Provide team members with a description of pay plans and the impact of the pay plan selection on summer pay.

DEFINITIONS

- **Employment Type:** A team member's "employment type" is dependent upon the designation specified in UKG (the Company's HR information system) using field "Project" and reflected on the team member's offer letter. The Project status is driven by the needs of the school and may vary within position(s).
 - **10-month status (stretch):** Team member that works the 10-month designated school year and is paid the 10-month rate 'stretched' over 12-months.
 - **10-month No Summer status (non-stretch):** Team member that works the 10-month designated school year and is paid over that same 10-month period.
 - **12-month status:** Team member that works a 12-month work schedule.
- **Stretch Pay:** A pay plan where a 10-month team member elects to have their annualized rate paid or 'stretched' over 12 months, even though they only work during the 10-month school year.
 - **Non-exempt /hourly staff:** the hourly rate will be 'stretched' and will be lower compared to the rate under a 10-month pay schedule.
 - **Exempt staff:** the bi-weekly salary will be 'stretched' or lower compared to the rate under a 10-month pay schedule.
- **Non-Stretch Pay:** A pay plan where a non-exempt/hourly 10-month team member elects to have their annualized rate paid over the course of the 10-month school year. The school year begins on the first day team members are scheduled to work and ends the last day team members are scheduled to work. A team member that elects a non-stretch pay plan will not receive pay during summer unless they work during the summer period.
- **Exempt:** An exempt team member holds a job that meets FLSA exemption requirements, is paid on a salary basis, and is not eligible for overtime pay.
- **Non-Exempt:** An hourly non-exempt team member eligible for overtime pay (time and one half of their hourly rate) when working over 40 hours per work week (Friday to Thursday).
- **ESY:** Extended School Year, also known as summer school, refers to additional school services provided beyond the typical school year.
- **Summer Break:** The period between the end of one regular school year, and the start of the next regular school year.

PROCEDURES

10-Month Team Member

- **Stretch Pay vs. Non-Stretch Pay**
 - All 10-month *exempt* team members are on a Stretch pay plan.
 - *Non-exempt* team members hired before April 1st, have the choice to select Stretch pay or Non-Stretch pay at time of hire.
 - *Non-exempt* team members hired on or after April 1st will be paid on Non-Stretch plan through the last day of the school year that team members are scheduled to work.

- Team members may elect to change from Non-Stretch to Stretch (or vice versa) only at the start of the school year, beginning with the first full pay period. Mid-year changes are not permitted.
- **Summer Work:**
 - If a 10-month team member elects to work in the ESY program, the ESY pay rate may be different than the pay rate received during the school year.
 - 10-month stretch team members working ESY will receive the ESY rate for ESY hours worked, in addition to 10-month stretch pay, as applicable.
- **Separation:**
 - If a team member on a *Stretch* pay plan separates employment, they will be paid through their last day worked, as well as the difference between what they have been paid to date under the 10-month stretch schedule and the 10-month non-stretch pay schedule. .
 - **Example: 75 hr (hour) bi-weekly team member**
 - 10-month non-stretch rate = \$19.00/hour; 10-month stretch rate = \$15.00/hour
 - Team member was paid for 30 weeks at $(\$15/\text{hr} * 75\text{hrs}) * 15 \text{ pays} = \$ 16,875$
 - Amount earned under 10-month schedule = $(\$19/\text{hr} * 75\text{hrs}) * 15 \text{ pays} = \$ 21,375$
 - Amount due the team member upon separation = $\$21,375 - \$16,875 = \$4,500$
 - If a team member on a *Non-Stretch* pay plan separates employment, they will be paid only through their last date worked.

12- Month Team Member

Team members designated as 12-month staff are required to work 12 months.

Benefits for 10-month team members who WILL return the following school year

Team members who will return the following school year will remain eligible to participate in all benefits during Summer Break contingent on team members timely submitting their share of the monthly benefit premiums, if applicable.

Leaves of Absence for 10-month team members on a Stretch pay plan

If a team member on a Stretch pay plan takes a leave of absence (FML eligible or non-FML) of up to 12 weeks during the school year, their Stretch pay during the summer will not be affected.

In the event a team members leave of absence extends beyond 12 weeks and they do not have personal or sick time to cover the additional time, Stretch pay will be reduced proportionate to the time not paid during the school year.