

Summer Incentive Pay Guidelines
Scope: New Story Schools, Ohio
Revised Date: 5/1/2026

PURPOSE: Summer Incentive Pay provides an incentive to team members to remain employed through the end of the school year, reducing vacancies during the school year.

DEFINITIONS

- **Employment Type:** An employee’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).
 - **11-month status:** Team member that works 11-months over the regular school year and ESY with designated summer break period(s).
 - **12-month status:** Team member that works a 12-month work schedule.
- **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 ESY, and the start of the next regular school year.
- **Summer Incentive Pay:** A monetary sum paid to a team member if they meet the conditions set forth in this guideline. This payment is equal to the team member’s regular rate of pay times the hours normally worked per day during the regular school year.

PROCEDURES

11- Month Team Member

- If an 11-Month team member starts work on or before 4/1 (if 4/1 falls on a weekend, the date would be the first working day following 4/1), they are eligible for Summer Incentive Pay if they work through the last day of ESY.
- If the 11-Month Team Member intends to resign after ESY, they must give appropriate notice prior to the last working day of ESY, and work until the last day of ESY to receive Summer Incentive Pay.
- If an 11-month Team Member separates from employment for any reason before the last scheduled day of the regular school year, they will not receive any type of Summer Incentive Pay.

12- Month Team Member

Team members designated as 12-month are required to work 12 months and are not eligible for any type of Summer Incentive Pay.

Benefits

Team members who will return the following school year will remain eligible to participate in all benefits during Summer Break.

Leaves of Absence

If a team member takes a leave of absence (FML eligible or non-FML) of up to 12 weeks during the school year, they will still remain eligible for Summer Incentive Pay.

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, Summer Incentive pay will be reduced proportionate to the time not paid during the school year.