

Summer Incentive Pay Guidelines

Scope:

River Rock Academy, Rivermont Schools

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 information system) using field "Project" and reflected on the employee's offer letter. The Project status is driven by the needs of the school and may vary within position(s).
 - **10-month status:** Team member that works the 10-month designated school year.
 - **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.
- **Pre-ESY Period:** The period of Summer Break occurring between the end of the regular school year and the day before the start of ESY.
- **Post-ESY Period:** The period of Summer Break occurring between the end of ESY and before the start of a new regular school year.
- **Summer Break:** The period between the end of one regular school year, and the start of the next regular school year.
- **Summer Incentive Pay:** A monetary sum provided to employee if they meet the conditions set forth in this guideline. This payment is equal to the team members regular rate of pay times the hours normally worked per day during the regular school year. There are different types of Summer Incentive Pay (listed below).
 - **Pre-ESY Pay:** Incentive sums paid to team member at their normal rate of pay for their regular scheduled shift during the Pre-ESY Period.
 - **Post-ESY Pay:** Incentive sums paid to team member at their normal rate of pay for their regular scheduled shift during the Post-ESY Period.
 - **Summer Break Pay:** Incentive sums paid to team member at their normal rate of pay for their regular scheduled shift during Summer Break.

PROCEDURES

10-Month Team Member

- If a 10-Month Team Member starts work on or before 4/1, and they remain employed through the end of the regular school year, they will receive Summer Break Pay. If 4/1 falls on a weekend, the date would be the first working day following 4/1.
 - If a 10-Month Team Member starts work on or before 4/1 elects to work ESY, they will be paid for time actually worked during ESY, in addition to Summer Break Pay.
- If a 10-Month Team Member starts work on or after 4/2, they will not receive Summer Break Pay, even if they remain employed through the end of the regular school year, **unless** they work ESY if ESY is available. If a team member that starts work on or after 4/2 works ESY:
 - 10-Month Team Members starting work between 4/2-5/31 will be paid at their regular pay rate for time actually worked during ESY and will receive (i) Pre-ESY Pay **and** (ii) Post-ESY Pay.

If ESY is not available, team members will receive their regular bi-weekly pay throughout summer break.

- 10-Month Team Members who start work on 6/1 or later are required to work ESY, and will be paid their regular pay rate for time actually worked during ESY but will not receive Pre-ESY Pay, Post-ESY Pay, or Summer Break Pay.
- River Rock Academy Thrive Alliance do not operate ESY programs. 10-Month Team Members starting work at any time before the end of the school year that remain employed through the end of the regular school year will receive Summer Break Pay.

10-Month Additional Conditions:

- If a 10-Month Team Member that meets eligibility requirements and submits a resignation notice prior to the end of the school year, yet continues to work through the last scheduled day of the regular school year, that team member will receive Summer Break Pay.
- If a 10-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.

11- Month Team Member

- If a 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 satisfy the below conditions:
 - The 11-Month Team Member will receive Pre-ESY Pay if they work through the last day of the school year.
 - The 11-Month Team Member will receive Post-ESY Pay if they work through the last day of ESY. If such 11-Month Team Member intends to resign after ESY, they must give 2 weeks' notice prior to the last working day of ESY, and work until the last day of ESY to receive Post-ESY Pay.
- If a 11-Month Team Member starts work between 4/2-5/31:
 - The 11-Month Team Member will receive Pre-ESY Pay if they work ESY.
 - The 11-Month Team Member will receive Post-ESY Pay if they work through the last day of the school year and work the entirety of ESY.
- If a 11-Month Team Member starts work between 6/1 and the start of ESY:
 - The team member is not eligible for Pre-ESY Pay.
 - The team member is required to work ESY and return for the new school year to be eligible to receive Post-ESY Pay.

11-Month Additional Conditions:

- If an 11-month team member separates from employment for any reason before the last day of ESY, they will not receive Post-ESY 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.

Summer Layoff: If a 10-month or 11-month team member is laid off over the summer due to lack of work, the effective date of the layoff, for the purposes of this policy, will be the first day of ESY. Any Team Members laid off during the summer due to lack of work will receive Pre-ESY Pay, and will not be eligible to receive any other type of Summer Incentive Pay. To avoid layoffs, team members will be offered jobs in other school locations for the summer when a vacancy exists.

12- Month Team Member

Team members designated as 12-month staff 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. If a team member takes a leave of absence that exceeds 12 weeks, they will still remain eligible for Summer Incentive Pay, but their Summer Incentive Pay will be prorated in accordance with time missed that exceeds 12 weeks.