

Summer Incentive Pay Guidelines

Scope:

New Story Schools Pennsylvania

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 thereby reducing disruption caused by vacancies during the school year.

DEFINITIONS

- **Employment Type:** Employment type is specified in the company information system UKG using field "Project". The Project status is driven by the needs of the school and may vary within position(s).
 - **10-month status:** Team member works the 10-month designated school year.
 - **11-month status:** Team member works 11-months over the regular school year and ESY with designated summer break period(s).
 - **12-month status:** Team member works a 12-month work schedule.
- **ESY:** Extended School Year, also known as summer school. It refers to additional school services provided beyond the typical school year.
- **Pre-ESY:** The period of summer break occurring between the end of the regular school year and before the start of extended school year/summer school.
- **Post-ESY:** The period of summer break occurring between the end of the extended school year/summer school and before the start of a new 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 team member is hired on or before 2/1, they will receive full summer incentive pay for summer break. If 2/1 falls on a weekend, the date would be the first working day following 2/1.
 - If a 10-Month team member hired on or before 2/1/25 elects to work ESY they will be paid their salary in addition to the summer incentive pay.
- If a team member is hired on or after 2/2, they will not receive pay during summer break unless they choose to work ESY. If a team member chooses to work ESY:
 - Team members hired between 2/2 – 3/31 will be paid their regular pay rate for time worked during ESY and will receive summer incentive pay for the pre-ESY and post-ESY breaks.

- Team members hired 4/1 or later will be paid their regular pay rate for time worked during ESY but will not receive summer incentive pay for the pre-ESY and post-ESY breaks.

10-Month Additional Conditions:

- If a 10-Month team member meets eligibility for summer incentive pay and submits a resignation notice prior to the end of the school year and continues to work through the last scheduled day of the regular school year, they will receive summer incentive pay for the entirety of the designated summer break.
- 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 summer incentive pay.

11- Month Team Member

- If a team member is hired on or before 2/1 (if 2/1 falls on a weekend, the date would be the first working day following 2/1):
 - They must work through the last day of the school year to receive the pre-ESY summer incentive pay.
 - They must work through the last day of ESY (and if resigning, must give 2 weeks' notice prior to the last working day of ESY) to receive the post-ESY summer incentive pay.
- If a team member is hired between 2/2-3/31:
 - The team member is required to work ESY to receive summer incentive pay for pre-ESY.
 - The team member must work through the last day of the school year and work the entirety of ESY to be eligible to receive post-ESY summer incentive pay.
- If a team member is hired between 4/1 and the start of ESY:
 - The team member is not eligible for the pre-ESY summer incentive pay.
 - The team member is required to work ESY and return for the new school year to be eligible to receive post-ESY summer incentive pay. If the employee does not work ESY, they will not be paid for time after the last date worked in the school year.

11-Month Additional Conditions:

- If an 11-month team member misses more than 5 days during ESY, they forfeit any remaining summer incentive pay. This condition applies to all bullet points above.
- If an 11-month team member is hired *after the first day of ESY*, the team member will not be eligible for summer incentive pay.
- If an 11-month team member separates from employment for any reason before the end of ESY, they will not receive summer incentive pay for the post-ESY break.
- 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 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 layoff effective date will be the first day of ESY. Summer incentive will be paid for the pre-ESY period; however summer incentive would not be paid for the post-ESY period. 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 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

Eligibility for summer incentive pay will not be affected when an eligible team member is on a leave of absence (FML eligible or non-FML) of up to 12 weeks. If the leave of absence exceeds 12 weeks, summer incentive pay will be prorated in accordance with the time missed that exceeds 12 weeks.