

## **Instructions for Summer School Employment Agreement**

April 2021

Most schools pay their summer school teachers per course, and this amount can vary depending on the number of students enrolled in the course.

In order for a summer school teacher to meet the requirements of an exempt employee, their compensation must meet or exceed a minimum threshold and their job duties must be shown as a ratio of a full-time teaching assignment. Additionally, the particulars of the job duties must be attached as Exhibit A to the employment agreement.

The minimum threshold for base compensation for a full **seven-hour school day** must be at least the following:

\$3,952 for a 4-week summer session

\$4,940 for a 5-week summer session

\$5,928 for a 6-week summer session

This minimum threshold can be adjusted as a ratio of the above based on the length of the work day for summer school. For example, for a teacher teaching two 2-hour courses, the minimum for this 4-hour day for 6 weeks is  $\frac{4}{7}$  or 57% of \$5,928 = \$3,379. Thus, the teacher must be paid *at least* \$3,379 for the two classes.

On the employment agreement, please be sure to include the ratio of summer school job duties to full-time assignment:

Ratio of summer school job duties to full-time assignment:            % (e.g. 50%, 66%)

Then, use this ratio to determine the minimum compensation based on the amounts listed above for the various summer session lengths.

Calculate the minimum compensation threshold: \$

Ensure that the compensation you pay meets or exceeds this minimum.