

BURLINGTON SCHOOL DISTRICT PROCEDURE

PROCEDURE CODE A22PSP: SUMMER PROGRAMMING PAY

Summary

This procedure summarizes BSD's approach to rates of pay for summer program employees.

Eligibility

Prior to beginning work in any BSD summer program, an individual must be able to legally work in the United States, submit a completed IRS W-4 (for staff) or IRS W-9 (for students) to the Business Office, and complete HR onboarding.

Staff Rates of Pay

Effective beginning with the 2026 summer programming period:

Position	Hourly Rate
Coordinator	\$50
Teacher, Special Educator, Nurse, SLP, OT, PT	\$40
Assistant Director, Behavior Support	\$40
Paraeducator	\$24

All summer staff must be paid an hourly rate based on hours worked. No summer staff can be treated as salaried (although year-round salaried staff can be assigned summer responsibilities as part of their job description). Summer work is not a contractual entitlement, and employees interested in working in BSD summer programs must be offered positions in those programs annually.

Student Rates of Pay

Effective beginning with the 2026 summer programming period:

Position	Hourly Rate
Student Leaders	\$18
Student Participants	\$15

Only students with a valid Social Security number can be paid as employees. Students (with or without a valid Social Security number) are permitted to volunteer their time at a program.

Time Reporting

Individuals hired to work in BSD summer programs (whether or not they hold other roles in BSD) must submit a bi-weekly timesheet to their supervisor by Friday at the end of every pay period. Supervisor must review and submit approved timesheets to the Business Office on Monday of each pay week.

Clerical Information

BSD Version:	A22P: Summer Programming
Date Adopted:	Summer 2026
Legal Reference(s):	N/A
Policy Reference:	A22: Nondiscrimination