Information from Beth Lanie (secretary supervisor) about breaks during classes (6/16/03)

During the **11-week quarters**, classes run 50 minutes with a 10 minute break and the instructors are paid for one hour.
During the **summer** (8 weeks), classes run for 90 minutes with no break, and the instructors are paid for 90 minutes divided by 50 minutes, to make their pay equivalent to the way it is figured the rest of the year.

During the **regular year**, classes that run for 3 hours have three 10-minute breaks included. The instructors are paid for 3 hours.
During the **summer**, that same class can run for three hours with no breaks (or other lengths of time, depending on program needs), with the instructors paid for 3 hours divided by 50 minutes. But the state policies and procedures say that students need breaks, so we added in ten minutes for a break. During the summer, when offsite or other ABE/ESL classes choose not to adjust their hours and/or continue to take the regular breaks, they are paid for the shorter number of hours.