

## Frequently Asked Questions (FAQ) for Instructors on the Restructuring of Instructor-Related Contracts Due to Covid-19

Rationale	
<b>Q1</b>	<b>What is the objective of restructuring instructors-related contracts?</b>
	<p>As part of MOE's precautionary measures for COVID-19, Co-Curricular Activities (CCA) and activities that involve mingling of students across schools have been suspended since Term 2. The prolonged suspension of these activities has affected the income of instructors who are paid on the basis of services being delivered.</p> <p>To mitigate the impact of COVID-19 and the National Circuit Breaker on jobs and businesses, the Government has, through the Unity, Resilience and Solidarity budgets, provided assistance via the Jobs Support Scheme (JSS) and the Self-Employed Person Income Relief Scheme (SIRS). Instructors who meet the eligibility criteria can benefit from these schemes.</p> <p>To provide further relief for MOE instructors, MOE will be providing instructors the option of restructuring their contracts. The restructuring of contracts will involve the extension of existing contracts into 2021 for greater assurance of work and income beyond 2020. Initial payments, paid ahead of actual work done, will also be part of the new contract structure, to provide some income for instructors in 2020 even if fewer hours are delivered, with the expectation that the hours of work would be fulfilled subsequently in 2021.</p>
Eligibility for Initial Payment (IPT)	
<b>Q2</b>	<b>How do I know if the contract I have with the school is eligible for the IPT? If I am eligible, what must I do?</b>
	If you are eligible for the IPT, schools will get in touch with you from 25 May 2020 onwards. If you accept the offer, you will need to sign a Variation Agreement (VA) by 8 Jun 2020.
<b>Q3</b>	<b>Why are some instructor related contracts excluded from the IPT?</b>
	<p>The intent of the initial payment is to mitigate prolonged income loss for instructors as a result of suspension of services due to schools' precautionary measures. It is therefore not necessary to offer the revised contracts to instructors who can continue to fulfil their contracts within prevailing conditions for curriculum delivery. These include curricular-related contracts such as the Art and Music Instructor Scheme (AMIS).</p> <p>For contracts which are affected by the suspension of school activities but for which a significant portion of these costs are logistical costs and not services costs (for instance, contracts for Outdoor Adventure Camps and School Overseas Programme), the revised contract is not as relevant. However, schools will abide by the cancellation terms of the contract, and in instances where cancellation terms are absent, schools will still pay for costs already incurred.</p>

<b>Q4</b>	<p><b>Will I be eligible for the IPT if:</b></p> <ul style="list-style-type: none"> <li>• <b>My contract with the school was recently awarded, but the contract has not commenced?</b></li> <li>• <b>My contract with the school will only expire end Dec 2021?</b></li> </ul>
	Yes. However, for contracts that have a longer duration and expire only in end 2021, no contract extension is required.
<b>Q5</b>	<p><b>My contract with the school has an option to continue for one year. With the base contract period extended to 2021, would the optional year's dates be changed?</b></p>
	Yes, the optional year's commencing date would be changed to start after the end of the extended base contract period.
<b>Q6</b>	<p><b>What will happen if I am unable to fulfil contractual requirements because of unforeseen circumstances?</b></p>
	If it happens, schools will assess the reasons for the non-fulfilment and decide on a case-by-case basis on the need to recover IPT.
<b>Payment Matters</b>	
<b>Q7</b>	<p><b>Will payment be capped by the contract hours, if the school require more hours in the extended contract due to possible advancements in competitions, optional performances, enrichment or other CCA activities?</b></p>
	Should the actual hours required exceed the estimated contracted hours, schools may still utilise the contract for the extra hours since the contract is based on estimated hours and on a "pay-as-you-use" mode. Instructor will be paid the additional hours accordingly based on contracted rate.
<b>Q8</b>	<p><b>I am providing services to the school through a contract between the school and a company, how will I receive the IPT?</b></p>
	In such instances, the IPT will be made to the contracting party (individual/company) and not to instructors of companies directly. Companies have been encouraged to pass on the IPT, as per the existing arrangements with their instructors. Instructors should approach their companies directly on the IPT.
<b>Q9</b>	<p><b>With the \$3,000 / instructor cap, if I have a contract with the school with a high total contract value, won't the IPT be relatively small?</b></p>
	The IPT is designed to provide some income for instructors in 2020 even if fewer hours are delivered, with the expectation that the hours of work would be fulfilled subsequently in 2021. For instructors with a higher total contract value, and likely high rates, when activities resume, the IPT quantum will be utilised earlier. Instructor will then be paid the additional hours accordingly based on contracted rate.