

# PARAPROFESSIONAL PAY SCHEDULE TRANSITION



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- ❑ As a result of HB 1, the school start date has been pushed back to the last week in August beginning in 2007-2008
- ❑ District prorates salaries so that Paraprofessionals receive 26 equal payments throughout the year and do not go without a paycheck over holidays or the summer break

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## **PRORATION EXAMPLE**

Instructional Assistant works 8 hours per day for 179 days (August 23 - June 4) at \$9.18 per hour. The employee's standard gross earnings are calculated as follows.

### DAILY RATE

$$\$9.18 \times 8 \text{ hours} = \$73.44$$

### ANNUAL SALARY

$$\$73.44 \times 179 \text{ days} = \$13,145.76$$

### STANDARD GROSS PER PAY CHECK

$$\$13,145.76 / 26 \text{ pay periods} = \underline{\underline{\$505.60}}$$

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- ❑ Paraprofessional employees are assigned to pay schedules that determine when the first check of the new school year begins
- ❑ The current pay schedule was established back in the 1990s when the school start date was much earlier
- ❑ Under the existing pay schedule the Instructional Assistant used in the previous example will receive their first check for the new school year on 8/10/07. Since the Instructional Assistant does not report back to work until August 23, and allowing for a two week payroll processing timeframe, the Instructional Assistant should receive their first check on 9/7/07.

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- With school starting August 27, adhering to the current pay schedule for paraprofessional staff will create a situation where the District will issue from one to three paychecks prior to the employee actually earning the pay
- There is a financial risk associated with these advanced payments

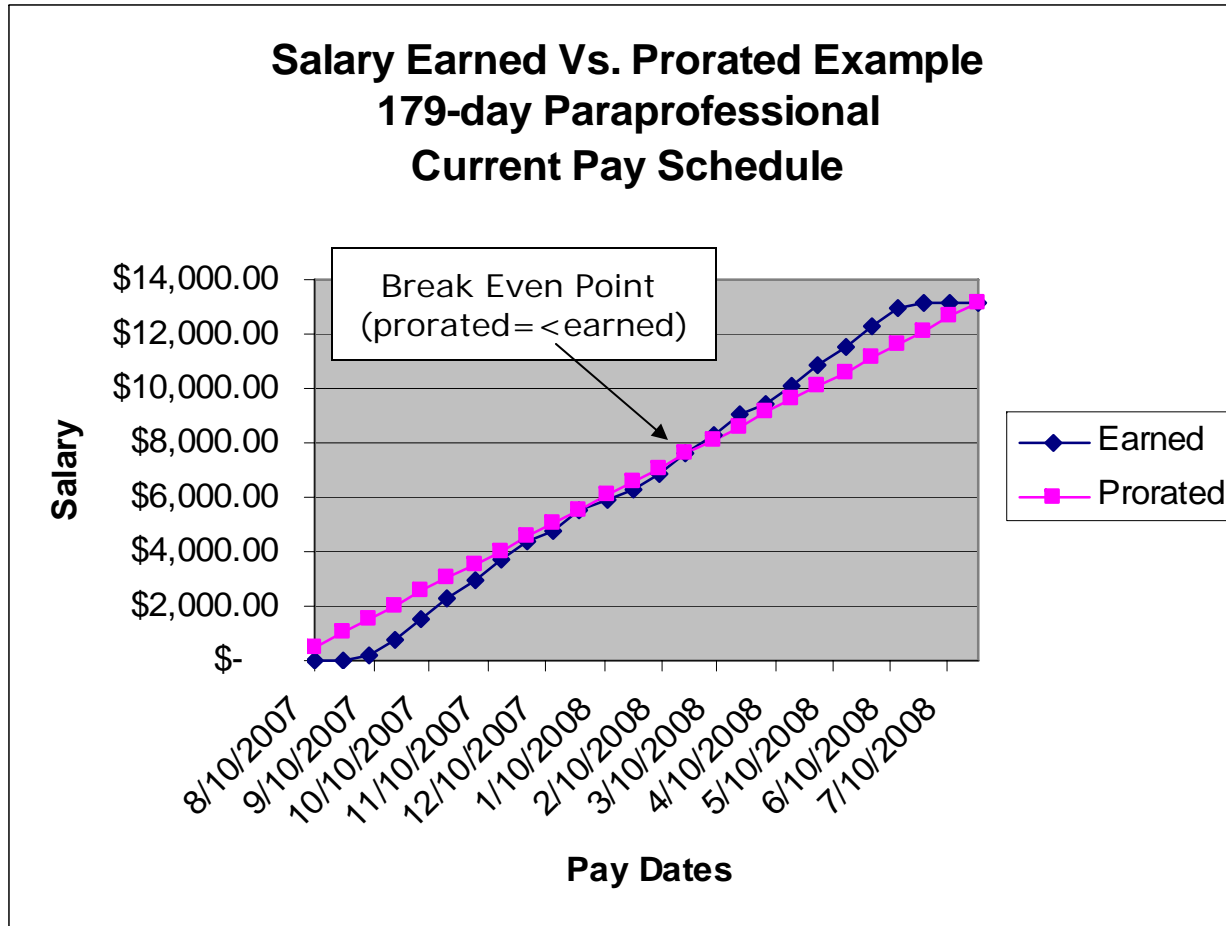
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Value of Advanced Payments at the Beginning of the Year			
Work Schedule	# of Employees	Paychecks Ahead of Schedule	Payroll Total
210*,220, & 230 days & Castle Hills 179-183 days	187	1	\$ 210,630
172-215 days & Academy of Creative Ed	1198	2	\$ 1,544,755
198	35	3	\$ 93,988
<b>Total Advanced Payments</b>			<b>\$ 1,849,373</b>

\*Library Processing Specialist – July Off

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In order to eliminate advancing paychecks to employees, the District will adjust the pay schedules for 2008-2009 to coincide with the new work schedule.

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## **PARAPROFESSIONAL PAY SCHEDULE TRANSITION PLAN**

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## **PAY SCHEDULE TRANSITION PLAN**

- ❑ Adjust the 2008-2009 pay schedule to coincide with the work schedule allowing for a normal two-week processing time between the end of the pay period and the issuance of the paycheck
- ❑ Paraprofessional employees will experience a lapse of 1 to 3 paychecks between the 2007-2008 and 2008-2009 school years, depending on their work schedule, due to the realignment of the pay schedule
- ❑ To help minimize the impact of the transition to employees, employees will be given three compensation options for the 2007-2008 school year

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## **OPTION #1**

Spread paychecks for 2007-2008 out over an extended timeframe.

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<b>Work Schedule</b>	<b># of Employees</b>	<b>Lapse in Paychecks During Transition</b>	<b># of Extended Paychecks</b>
<b>210*, 220 &amp; 230 days &amp; Castle Hills 179-183 days</b>	<b>187</b>	<b>1</b>	<b>27</b>
<b>172-215 days &amp; Academy of Creative Ed</b>	<b>1198</b>	<b>2</b>	<b>28</b>
<b>198 days</b>	<b>35</b>	<b>3</b>	<b>29</b>

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Examples of impact to standard gross calculation using extended payment option.

<b>Work Schedule</b>	<b>230</b>	<b>179</b>	<b>198</b>
<b>Number of Extended Paychecks</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>Pay Grade</b>	<b>C6</b>	<b>I1</b>	<b>C6</b>
<b>Hourly Rate</b>	<b>12.88</b>	<b>9.18</b>	<b>14.87</b>
<b>Hrs Wrkd per Day</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>Annual Salary</b>	<b>23,699.20</b>	<b>13,145.76</b>	<b>23,554.08</b>
<b>Prorated Stand Gross 26 Payperiods</b>	<b>911.51</b>	<b>505.61</b>	<b>905.93</b>
<b>Prorated Stand Gross Ext Payperiods</b>	<b>877.75</b>	<b>469.49</b>	<b>812.21</b>
<b>Diff in Standard Gross</b>	<b>(33.76)</b>	<b>(36.11)</b>	<b>(93.72)</b>

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## **OPTION #2**

Continue receiving 26 payments and allow employee to designate a specific savings amount for direct deposit to a bank or savings account of their choice.

Employees will experience a lapse in paychecks between 2007-08 and 2008-09, but can utilize their savings to help cover the transition period.

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## **OPTION #3**

Continue receiving 26 payments with no savings set aside. Employees will experience a lapse in paychecks between 2007-2008 and 2008-09.

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## CONSIDERATIONS

- Employees will need to select an option according to the following deadlines.

<b>Work Schedule</b>	<b>Selection Deadline</b>
<b>230 days</b>	<b>June 14, 2007</b>
<b>All others</b>	<b>June 28, 2007</b>

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- Employees will make their selection by accessing the NEISD Employee Portal using their internet browser

[employee.neisd.net](http://employee.neisd.net)

- Once their deadline has passed, employees will not be able to change their selection
- Employees who do not respond will default to Option 3
- For mid-year change of assignments, honor the original selection as it applies to their new work schedule

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## BENEFIT DEDUCTION SCHEDULE (for those who stay on 26 paychecks)

<b>Work Schedule</b>	<b>Lapse in Paychecks During Transition</b>	<b>Date of Deduction</b>
<b>210*, 220 &amp; 230 days &amp; Castle Hills 179-183 days</b>	<b>1</b>	<b>Nov. 30, 2007</b>
<b>172-215 days &amp; Academy of Creative Ed</b>	<b>2</b>	<b>Nov. 30, 2007 May 30, 2008</b>
<b>198 days</b>	<b>3</b>	<b>Nov. 30, 2007 May 30, 2008 Last Paycheck</b>

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## **COMMUNICATION PLAN**

- Memo to Principals, Assistant Principals and Department Budget Managers
- Memo to paraprofessional staff
- Optional informational meetings
  - Computers available for those employees who would like help accessing the web page
  - May 23 meeting will be taped and posted to the District's Web site

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- Article in May employee newsletter
- Employees will be reminded of selection deadlines through e-mails and home mail-outs
- Information will be posted to the District's Web site
  - Quick links from NEISD Homepage
  - Select Accounting Services & Finance
  - Select Pay Schedule Transition Information

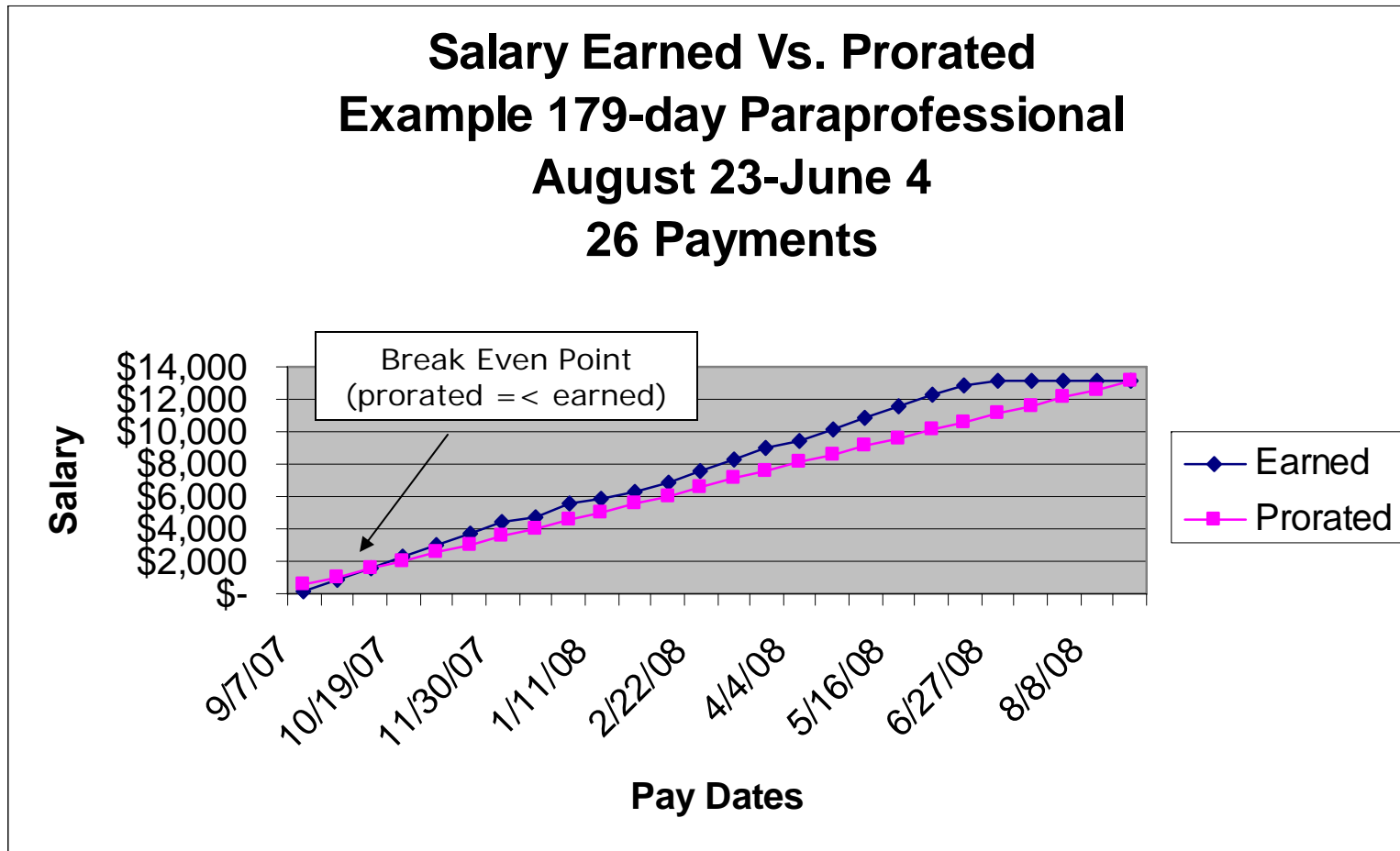
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Employees will begin their new pay schedule in 2008-2009.

At this point, the District can continue prorating salaries over 26 paychecks with very minimal financial risk.

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## **FUTURE CONSIDERATIONS**

Explore the possibility of converting paraprofessional compensation from a prorated basis to a direct hourly basis allowing District to seamlessly adapt to future calendar changes.

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## RECAP

- Adjust the pay schedule to correspond with the work schedule due to change in school calendar & to eliminate advanced payments
- Offer 3 Transition Options in 2007-2008
  - Proration over extended paychecks
  - Prorate over 26 paychecks with savings through direct deposit
  - Prorate over 26 paychecks, no savings

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## **CONTACTS**

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