## 2018-2019 PARAPROFESSIONAL PAY SCHEDULE ALIGNMENT

The District has changed the timing of when paraprofessional employees are being paid for work performed during the 2018-2019 school year to align the work calendars with the payroll calendars. To accomplish this realignment, the District will prorate paraprofessional employees' pay over 27 equal installments for the 2018-2019 school year. This will change the gross wages paid to paraprofessional employees but it will NOT change their annual pay for the school year. Please read the information below to learn how paraprofessional pay is prorated and why this realignment is necessary.

Paraprofessional employees' annual pay is prorated over 26 equal payments throughout the year so that they do not go without a paycheck over holiday breaks or the summer break. This is adjusted if an employee does not begin work on the first day of their work schedule or quits before their work schedule is complete. Employees are assigned to a work schedule that determines how many days and which days they work during the school year. These work schedules are linked to a pay schedule that details the first and last paychecks for work performed in a school year. The pay schedule is based on employees receiving a paycheck every two weeks.

However, since there are 365 days in a year (or 366 in a leap-year), the year does not have twenty-six equal periods of fourteen days ( $26 \times 14=364$ ). After several years pass, your work calendar no longer coincides with the payroll calendar. To put your work calendar back "in sync" with the payroll calendar, your equal prorated payments must be adjusted for one year. This last occurred in the 2007-2008 year. It is time to adjust again for 2018-2019 because many employees are being paid for days in advance of the days being worked or before the days have been reviewed and approved in Kronos. The chart below details how the work calendar becomes out of synch with the pay calendar:

Example: $\mathbf{2 3 0}$ day work schedule

| Work year-end | * 26th check Pay Period End | 26th check pay date | \# of Days in 26 pay periods | \# of days in calendar school year (7/1 to 6/30) | Difference <br> in days |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 2008 | 6/27/2008 | 7/11/2008 | 364 | 366 | 2 Leap Year |
| 2009 | 6/26/2009 | 7/9/2009 | 364 | 365 | 1 |
| 2010 | 6/25/2010 | 7/8/2010 | 364 | 365 | 1 |
| 2011 | 6/24/2011 | 7/7/2011 | 364 | 365 | 1 |
| 2012 | 6/22/2012 | 7/5/2012 | 364 | 366 | 2 Leap Year |
| 2013 | 6/21/2013 | 7/4/2013 | 364 | 365 | 1 |
| 2014 | 6/20/2014 | 7/3/2014 | 364 | 365 | 1 |
| 2015 | 6/19/2015 | 7/2/2015 | 364 | 365 | 1 |
| 2016 | 6/17/2016 | 6/30/2016 | 364 | 366 | 2 Leap Year |
| 2017 | 6/16/2017 | 6/29/2017 | 364 | 365 | 1 |
| 2018 | $6 / 15 / 2018$ | 6/27/2018 | 364 | 365 | $\begin{array}{r} 1 \\ \hline 14 \end{array}$ |
| * all 230 days have to be paid by this pay period end date above *This is the pay period end for the 26th check *It "creeps" earlier every year |  |  |  |  | *\# of days paid in advance after 11 years of 26 continuous checks |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## 2018-2019 PARAPROFESSIONAL PAY SCHEDULE ALIGNMENT

How will this work? For the 2018-2019 year, your annual pay will be prorated over twentyseven equal checks instead of twenty-six. The standard gross earnings for each check will be slightly lower since it will be spread across more checks. For the 2019-2020 year, you will return to twenty-six paychecks. Please note this change does not reduce the employee's gross annual salary amount, but rather changes the date when the first paycheck for the new school year is issued.

The change in the number of paychecks that your annual salary is spread over will not impact the amounts deducted from each paycheck for benefits nor will it affect your coverage under our benefit plans.

## Important notes:

This information is for paraprofessional employees only. Information can be found on the Payroll Website.

The pay period dates on the "BIWEEKLY PAY SCHEDULE" that is posted on our website does not indicate the first and last check dates for each Paraprofessional work schedule. That pay schedule shows when overtime, docks in pay, leave, and supplemental pay that occurs within a pay period will be processed on a paraprofessional employee's paycheck.

The "PARAPROFESSIONAL PAY DATES BY WORK SCHEDULE" that is posted on the Payroll website will have the dates for the first and last check for each work schedule. If you are unsure of your number of days in your schedule, please refer to the legend on the schedule or contact Payroll Customer Support to verify.

The annual pay for paraprofessional employees will be prorated over 26 paychecks for the 2019-2020 school year. However, the District will be required to realign paraprofessional pay schedules with their work schedules every five to ten years.

The first check for NEW employees in the 2018-2019 school year will be based on which pay period includes their start date.

## HOW TO CALCULATE YOUR BIWEEKLY STANDARD GROSS

\# of days in your work schedule x FTE (scheduled hours to work a day) = Annual Hours
Annual Hours $x$ hourly rate $=$ Annual Salary
Annual Salary / \# of checks = Biweekly Standard Gross

## CLASSIFIED PAYROLL CONTACT INFORMATION

Payroll Customer Support $\rightarrow$ Patricia Pena (210) 407-0437
Last Name alpha A-GOM $\rightarrow$ Lupie Padilla (210) 407-0529
Last Name alpha GON-O $\rightarrow$ Christine Aguilar (210) 407-0533
Last Name alpha P-Z $\rightarrow$ Ernestine Banuelos (210) 407-0423

## 2018-2019 PARAPROFESSIONAL PAY SCHEDULE ALIGNMENT

Below is an example of a 230 day employee's first and last check dates and biweekly standard gross amounts over a four year period. The example illustrates how the change to 27 paychecks will impact a sample employee's gross wages per paycheck and also shows that the employee will be paid the same annual amount for the work performed during the school year. It also shows the first and last check date for each school year based on a 230 day paraprofessional work schedule.

| School Year | $2016-2017$ | $2017-2018$ | $2018-2019$ | $2019-2020$ |
| ---: | :---: | :---: | :---: | :---: |
| Hourly Rate | $\$ 19.00$ | $\$ 19.00$ | $\$ 19.00$ | $\$ 19.00$ |
| \# of Days | 230 | 230 | 230 | 230 |
| FTE | 1.00 | 1.00 | 1.00 | 1.00 |
| Hours per year | 1840 | 1840 | $\$ 34,960$ | 1840 |
| Annual Salary | $\$ 34,960.00$ | $\$ 34,960.00$ | 27 | $\$ 34,960.00$ |
| \# of checks paid | 26 | 26 | $\$ 1,294.81$ | 26 |
| BW Gross | $\$ 1,344.62$ | $\$ 1,344.62$ |  | $\$ 1,344.62$ |


| Check \# | 2016-2017 | BW Gross | 2017-2018 | BW Gross | 2018-2019 | BW Gross | 2019-2020 | BW Gross |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | 07/15/16 | \$1,344.62 | 07/14/17 | \$1,344.62 | 07/13/18 | \$1,294.81 | 07/26/19 | \$1,344.62 |
| 2 | 07/29/16 | \$1,344.62 | 07/28/17 | \$1,344.62 | 07/27/18 | \$1,294.81 | 08/09/19 | \$1,344.62 |
| 3 | 08/12/16 | \$1,344.62 | 08/11/17 | \$1,344.62 | 08/10/18 | \$1,294.81 | 08/23/19 | \$1,344.62 |
| 4 | 08/26/16 | \$1,344.62 | 08/25/17 | \$1,344.62 | 08/24/18 | \$1,294.81 | 09/06/19 | \$1,344.62 |
| 5 | 09/09/16 | \$1,344.62 | 09/08/17 | \$1,344.62 | 09/07/18 | \$1,294.81 | 09/20/19 | \$1,344.62 |
| 6 | 09/23/16 | \$1,344.62 | 09/22/17 | \$1,344.62 | 09/21/18 | \$1,294.81 | 10/04/19 | \$1,344.62 |
| 7 | 10/07/16 | \$1,344.62 | 10/06/17 | \$1,344.62 | 10/05/18 | \$1,294.81 | 10/18/19 | \$1,344.62 |
| 8 | 10/21/16 | \$1,344.62 | 10/20/17 | \$1,344.62 | 10/19/18 | \$1,294.81 | 11/01/19 | \$1,344.62 |
| 9 | 11/04/16 | \$1,344.62 | 11/03/17 | \$1,344.62 | 11/02/18 | \$1,294.81 | 11/15/19 | \$1,344.62 |
| 10 | 11/18/16 | \$1,344.62 | 11/17/17 | \$1,344.62 | 11/16/18 | \$1,294.81 | 11/29/19 | \$1,344.62 |
| 11 | 12/02/16 | \$1,344.62 | 12/01/17 | \$1,344.62 | 11/30/18 | \$1,294.81 | 12/13/19 | \$1,344.62 |
| 12 | 12/16/16 | \$1,344.62 | 12/15/17 | \$1,344.62 | 12/14/18 | \$1,294.81 | 12/27/19 | \$1,344.62 |
| 13 | 12/30/16 | \$1,344.62 | 12/29/17 | \$1,344.62 | 12/28/18 | \$1,294.81 | 01/10/20 | \$1,344.62 |
| 14 | 01/13/17 | \$1,344.62 | 01/12/18 | \$1,344.62 | 01/11/19 | \$1,294.81 | 01/24/20 | \$1,344.62 |
| 15 | 01/27/17 | \$1,344.62 | 01/26/18 | \$1,344.62 | 01/25/19 | \$1,294.81 | 02/07/20 | \$1,344.62 |
| 16 | 02/10/17 | \$1,344.62 | 02/09/18 | \$1,344.62 | 02/08/19 | \$1,294.81 | 02/21/20 | \$1,344.62 |
| 17 | 02/24/17 | \$1,344.62 | 02/23/18 | \$1,344.62 | 02/22/19 | \$1,294.81 | 03/06/20 | \$1,344.62 |
| 18 | 03/10/17 | \$1,344.62 | 03/09/18 | \$1,344.62 | 03/08/19 | \$1,294.81 | 03/20/20 | \$1,344.62 |
| 19 | 03/24/17 | \$1,344.62 | 03/23/18 | \$1,344.62 | 03/22/19 | \$1,294.81 | 04/03/20 | \$1,344.62 |
| 20 | 04/07/17 | \$1,344.62 | 04/06/18 | \$1,344.62 | 04/05/19 | \$1,294.81 | 04/17/20 | \$1,344.62 |
| 21 | 04/21/17 | \$1,344.62 | 04/20/18 | \$1,344.62 | 04/19/19 | \$1,294.81 | 05/01/20 | \$1,344.62 |
| 22 | 05/05/17 | \$1,344.62 | 05/04/18 | \$1,344.62 | 05/03/19 | \$1,294.81 | 05/15/20 | \$1,344.62 |
| 23 | 05/19/17 | \$1,344.62 | 05/18/18 | \$1,344.62 | 05/17/19 | \$1,294.81 | 05/29/20 | \$1,344.62 |
| 24 | 06/02/17 | \$1,344.62 | 06/01/18 | \$1,344.62 | 05/31/19 | \$1,294.81 | 06/12/20 | \$1,344.62 |
| 25 | 06/16/17 | \$1,344.62 | 06/15/18 | \$1,344.62 | 06/14/19 | \$1,294.81 | 06/26/20 | \$1,344.62 |
| 26 | 06/30/17 | \$1,344.62 | 06/29/18 | \$1,344.62 | 06/28/19 | \$1,294.81 | 07/10/20 | \$1,344.62 |
| 27 |  |  |  |  | 07/12/19 | \$1,294.81 |  |  |

