

Transitioning Employee Calendars* Frequently Asked Questions

The District has an opportunity, as a result of the transition from MUNIS to Frontline, to change the work calendar to align with the pay calendar. This action will:

- Eliminate the need for dual payroll during the transition;
- Eliminate the need for a 25th check for new contract employees;
- Decrease the amount of time between the date of hire, for new employee, to the payment of their first check;
- Implement employee raises one month earlier;
- Reduce the risks resulting from the transition of one ERPT (Enterprise Resource Planning and Timekeeping) system to another.

When is this effective? Effective with the 2025-26 school year, the District will transition all employees to an August 1 – July 31 work and pay calendar.

What is the goal of the plan? The goal of the plan is to align the school calendar and the pay calendar to August 1 through July 31 (i.e. the 12-month calendar) for all employees regardless of the employees' work start date.

Will my work calendar for 2025-26 change? If you are a less than 239-day employee, your work calendar will not change. If you are a 239/244-day employee, your work calendar will begin on August 1, 2025, and end on July 31, 2026.

When will the work calendar for 2025-26 be released? The work calendar will be released in late February 2025.

How many employees are on a 239/244 work calendar? There are currently 1561 employees at the 239/244-day work schedule with 150 people having contracts with an end date of August 31, 2025 (remaining employees are considered *at-will*).

What is an at-will employee? All employees who are employed by the District and who do not have a contract, are hired on an *at-will* basis and are considered *at-will* employees in non-contractual positions.

Are teachers considered at-will? Teachers, for example, are generally **not** at-will, and have a written contract.

**Approved through FWISD Board of Trustees resolution on February 18, 2025.*

Which employees are impacted? All employees will be impacted due to the change, however, employees that work less than 239 days will not see a change in their work calendar. Employees that are 239- or 244-day employees will begin their new work calendar on August 1, 2025, and end on July 31, 2026. Regardless of the change, all continuing employees will receive their first paycheck for the 2025-26 school year on August 15, 2025.

Will there be any changes to my paycheck? If you work less than 239-days, the District will pay out your 2024-25 contract on July 31, 2025. This means that you will receive your normal semi-monthly paycheck on July 31, 2025, plus the equivalent of two semi-monthly paychecks on that day as well. If you are continuing as an employee for the 2025-26 school year, you will receive your first semi-monthly paycheck for the 2025-26 school year on August 15, 2025, and your last paycheck for the 2025-26 school year on July 31, 2026. If you are a 239/244-day employee, your last paycheck for the 2024-25 school year will be on July 31, 2025, and your first paycheck for the 2025-26 will be on August 15, 2025.

I am a teacher on a 187-day contract. What changes will I see as a result of this change? You are considered a contracted 187-day employee. As such, you will receive a payout of your 2024-25 contract on July 31, 2025. This means that you will receive your normal semi-monthly paycheck on July 31, 2025, plus the equivalent of two semi-monthly paychecks on the same day. For your contract in 2025-26, your first paycheck will be on August 15, 2025 and your last paycheck on July 31, 2026.

I am an employee on a 244-day work schedule and do not have a written contract. What changes will I see as a result of this change? You are considered an at-will employee. As such, your new 2025-26 work calendar will begin on August 1, 2025 and end on July 31, 2026. You will begin to receive your first 2025-26 paycheck on August 15, 2025 and last paycheck on July 31, 2026. Your Local Personal Leave balances will be calculated at July 31, 2025, and any amount will be carried over and be available for use through September 30, 2025. Your new leave allotment will be available on August 1, 2025, and be available for use through July 31, 2026. After July 31, 2026, this amount will not carryover.

I am a 239-day employee with a written contract ending August 31, 2025. What changes will I see as a result of this change? You will be sent an email with specific information regarding your contract. You are considered a contracted employee (i.e. not at-will). Most 239-day employees under a written contract, however, will receive a new contract beginning on August 1, 2025, and ending on July 31, 2026. If so, then your new 2025-26 work calendar will begin on August 1, 2025 and end on July 31, 2026. You will begin to receive your first 2025-26 paycheck on August 15, 2025 and last paycheck on July 31, 2026. Your Local Personal Leave balances will be calculated at July 31, 2025, and any amount will be carried over and be available for use through September 30, 2025. Your new leave allotment will be available on August 1, 2025, and be available for use through July 31, 2026. After July 31, 2026, this amount will not carryover.

I am a 239-day employee and do not have a written contract ending August 31, 2025. What changes will I see as a result of this change? You are considered an at-will, non-contracted employee. Your new 2025-26 work calendar will begin on August 1, 2025 and end on July 31, 2026. You will begin to receive your first 2025-26 paycheck on August 15, 2025 and last paycheck on July 31, 2026. Your Local Personal Leave balances will be calculated at July 31, 2025, and any amount will be carried over and be available for use through September 30, 2025. Your new leave allotment will be available on August 1, 2025, and be available for use through July 31, 2026. After July 31, 2026, this amount will not carryover.

What happens if I have a 2024-25 written contract that ends on August 31, 2025? If your contract ends on August 31, 2025, and you are on a less than 239 work schedule, your contract will be paid off on July 31, 2025. If your contract ends on August 31, 2025, and you are a 239-day employee, you will be notified of next steps via a separate email from Talent Management. There are 150 people that have written contracts that will receive this email.

What will happen to my local personal leave balances at the end of July 31, 2025? All employees will have their local personal leave balances recalculated through the end of July 31, 2025, and adjustments will be made to reflect local personal leave earned through July 31, 2025. Employees will be allowed to carryover leave balances from the 2024-25 school year through *September 30, 2025*. New accrual amounts will begin on August 1, 2025, and end on July 31, 2026.

Example: I currently earn 15.0 of Local Personal Leave for the year. I am planning to take my 2024-25 vacation in August 2025. My records show I have used 7 days at July 31, 2025. How will this change impact me? At the end of July 31, 2025, you will have earned 13.75 days of your Local Personal Days allocated of 15 days (i.e. $11/12 \times 15$ days). Subtracting the seven (7) days used, you will have a local personal leave balance of 6.75 days that can be used through September 30, 2025. These days will not carry over beyond September 30, 2025. Your new Local Personal Leave 15-day allotment will begin on August 1, 2025, and can be used throughout the 2025-26 calendar. This allotment must be used by July 31, 2026.

Will my benefits be impacted by this change? Under the plan, the Benefit Plan Year would remain the same as current, September 1 – August 31. Employees starting in July or August would have the option to enroll in the 24-25 Plan Year and pay for benefits for the last month of that Plan Year. Beginning in September 2025, a new plan year would begin. Enrollment for this plan year would occur in the current enrollment period in July – August 2025. Benefit payments would be collected in line with the plan year in effect.
