

Transitioning Employee Calendars

Administrative Support District Meeting – February 2025

For implementation on August 1, 2025

Fort Worth
INDEPENDENT SCHOOL DISTRICT

Board Resolution Approved on February 18th Board Meeting

**Transition all employees to a
August 1 – July 31 Calendar
beginning on August 1, 2025.**

Why the Change?

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.

Priority 3: Employee Effectiveness and Retention



Transition all employees to August 1 – July 31 Calendar

This plan aligns 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.

All employees that have start/end dates of September 1, 2024, and August 31, 2025, for the 2024-25 SY will need to transition to a new start/end date of August 1 – July 31 for the 2025-26 SY, causing a one-month overlap between contract years.

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).

At-will Employees

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 noncontractual positions.

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

Transition all employees to August 1 – July 31 Calendar

PROS

All employees remain on the same school and work calendar

Aligns the pay calendar more closely with the work calendar

New employees are paid up to four (4) weeks earlier rather than the current eight (8) weeks timeframe between start date and pay date

Employees receive salary increases, if any, on August 1st

Positive impact on recruitment efforts

All 2024-25 employees' contract/salary will be paid out by July 31, 2025 (i.e. for non-239/244 Days)

CONS

239/244-Day employees will be required to work for an additional 1.08/0.67 days from 24-25 contract to make the District whole (this may be resolved through board action – Cost: \$432K)

Due to change in pay cycle the District will pay off the 24-25 contract in July 2025 for non-239/244 employees (Negative impact on District's cash position).

Employees PTO balances will need to be adjusted and carried over to accommodate individual's use of leave; calculations will need to be done to determine full impact of rollover decision.

Change impacts:

Salaries

Work Calendars

Pay Schedules

Leave Accruals

Benefit Plan Year

ERPT Implementation

Employee Salaries

- Under this plan, 239/244 employees will not have completed the 2024 -25 work calendar by July 31, 2025
 - Transitioning to an August 1–July 31 work calendar will cause a 1.0833 work day gap for 239 employees and a 0.67 work day gap for 244 employees .
 - A Board Resolution to forgive the days was approved ; all contracts will be settled up on the last paycheck of SY 24-25 in order to close out the 2024 -2025 contract .
 - This will not apply to employees who are less than 239 that have already completed their contracts by June 30, 2025 .

Work Calendar – Start/End Dates

- Under this plan, 239/244 employees would begin their work calendar on August 1, 2025, and end on July 31, 2026.
- Non -239/244 employees would begin their work calendar in a similar manner as in prior years (i.e. No impact to the work calendar)

Pay Schedules

- Under the plan, all employees would start receiving their first paycheck on August 15, 2025, and their last paycheck on July 31, 2026, in alignment with either work or contract calendar. Any raise approved by the board would be incorporated on August 1*.

*Any raise approved by the Board would be incorporated into the salary tables as soon as possible once the Board approves the 25-26 compensation. Retroactive application to August 1, if necessary, would be implemented.

Pay-out of 2024-25 Contracts

Employee less than 239 day calendar Payroll impacts

Employees less than 239 days have completed the 2024 -25 calendar by June 30, 2025. Employee annual salaries/recurring stipends have been earned in full as of June 30, 2025, and will receive their pay as normal (subject to below*) on June 2025.

- 214, 217, and 219 day calendar employees are due July and August payments.
- 180, 183, 187, 189, 192, 197, 202, 207, and 210 day calendar employees are due July and August payments.

As a result of the transition, all employees less than 239/244 days will have their contracts paid out on the last paycheck in July 2025.

* The calculation of actual employee amounts is subject to:

- Employee 2024-25 hire dates;
- Annual salary proration for late hire; and
- Employee completing their 2024-25 calendar.

Leave Accruals

2024-2025 PTO allocations have not been earned in full by 239/244 Employees as of July 31, 2025

- Local Personal
 - 1-10 YOS – 9.16 of 10 allocated days earned as of July 31, 2025
 - 11-20 YOS – 13.75 of 15 allocated days earned as of July 31, 2025
 - 20 + YOS – 18.33 of 20 allocated days earned as of July 31, 2025
- Personal Business
 - 4.5825 of 5 allocated days earned as of July 31, 2025
- Sick Leave
 - 6.4155 of 7 allocated days earned as of July 31, 2025

Leave Accruals

Leave Plan – Evaluate employee leave balances as of July 31, 2025, to determine leave balances based on the earned -to -date amounts . Carryover of leave balances will be allowed to be carried over and utilized as of **September 30, 2025** .

New accrual amounts would begin on August 1, 2025, and end on July 31, 2026 .

Benefit Plan Year

- 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.

ERPT Implementation

- The ERPT implementation date is set for July 1, 2025, with the first paycheck to occur in the new system on August 15, 2025.
- Key decision to transition calendars must be done in advance in order to implement within these timelines.

Examples

Example 1:

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.

Example 2:

I am an employee on a 244-day work calendar. 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.

Example 3:

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.

Example 4:

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.

Plan of Action:
Transition all employees to a
August 1 – July 31 Calendar.

Questions?

Fort Worth
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