

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT
Human Resources Department

Date: June 24, 2009

To: SBISD EMPLOYEES WORKING 250 DAYS

From: Human Resources

Re: Workday calendar change

As many of you know, the District has staff members that work on a variety of different schedules depending on their job. For instance, teachers typically work 188 days, bus drivers 178 days, and so on. You're receiving this message because you work a 250-day schedule.

In previous years, when an annual raise in salary was approved, the District would begin applying that new salary increase to your September 16th paycheck. Your leave days (local days, state days, & vacation days) for the new year were also advanced and shown on this paycheck.

New for 2009-2010, the District is adjusting the workday schedule for 250-day employees to help bring your schedule more in sync with other District schedules and to avoid confusion frequently experienced in previous years.

This change in schedule means you will receive your approved pay raise beginning on your August 1st paycheck this year and each year thereafter instead of September 16th. In other words, you'll receive your raise in salary three paychecks earlier than in previous years. You will also be advanced your leave days earlier. Your new leave days will first appear on your August 1st paycheck instead of September 16th.

Because vacation days are being advanced to you early, this year only the District will waive the 30 day maximum allowed balance for these days.

If you have questions about the calendar change, please consult with your department head or contact Human Resources.

Thank you,
Human Resources