Ana Sofia Fernandez – Employment History with Eagle Pass ISD

Health Liaison

01/20/2016 - 07/20/2016

Grant Manager 07/21/2016 – 06/30/2020

Asst. FS Director for Bus & Events 07/01/2020 – 04/06/2022

Asst. Bus. Adm Director

04/07/2022 - 06-30-2024

Bus & Spec Events Officer 07/01/2024 - present

Job Title: Business & Special Events Officer Wage/Hour Status: Exempt

Reports to: Deputy Superintendent for Business & Finance Pay Grade/Work Days: 7/226

Dept./School: Business & Finance/DSC Date Revised: 06/2024

Primary Purpose:

Assist the Director in the preparation, administration, and control of the district financial resources.

Qualifications:

Education/Certification:

Bachelor's degree in Business Administration or related field

Special Knowledge/Skills:

Ability to analyze and interpret financial data and applications

Ability to use personal computer and software to develop spreadsheets, databases and word processing documents

Ability to work with numbers in an accurate and rapid manner

Strong organizational, communication, public relations and interpersonal skills

Preferred Experience:

Preferred two (2) year experience in business or related field

Major Responsibilities and Duties:

Accounting

- 1. Assist the Director with carrying out department operations, including to assist with periodic review of data input.
- 2. Complies with district policies, including federal, state, and local rules, laws, and regulations.
- 3. Prepare, reconcile, and submit local, state, and federal reports as applicable. Also, prepare income balance sheets, statements, consolidated statements, and other statements and reports.
- 4. Assist with compiling financial documentation for the annual budget, annual financial audit, school board agendas etc.
- Assist in developing and implementing procedures to ensure timely processing of employee payments, vendor payments, accounts payable invoices, requisitions, purchase orders, supplemental and taxpayer refunds, etc.
- 6. Assist with preparations of purchase orders, warehouse requisitions, payment authorizations, quotes, and charter bus transportation for student travel to include ordering and entering warehouse inventory.
- 7. Assist with the processing and submission of direct deposit for district employees and vendors in an accurate and timely manner.

- 8. Maintain and reconcile financial information in the districts accounting, accounts payable, budget, payroll, and purchasing online database systems. This includes maintains adequate balances in District's bank accounts for daily operations.
- 9. Prepare bank deposits by compiling data, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
- 10. Maintain and update litigation files and installment agreement. These include contracts of delinquent accounts, tax suits, foreclosures, and bankruptcies.
- 11. Pursue and obtain Assessor-Collector Certification through the Texas Department of Licensing and Regulations and remain certified as per TDLR requirements (travel required) as applicable.

Administration

- 12. Work with administrators, principals, directors, and staff regarding departmental policies and procedures. Assist with resolutions to complaints, concerns, issues, and problems as applicable. Assist with trainings as applicable.
- 13. Work cooperatively with all other departments, employees, vendors, taxpayers, and entities.
- 14. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records.
- 15. Maintain confidentiality of business & finance records to include employee salaries or other confidential information with the exception of an open records request by the Human Resources Department or the Deputy Superintendent for Business & Finance.

Records and Reports

- 16. Record, store, and analyze information using assigned software.
- Prepare timely audit schedules and financial statements according to federal, state, and GASB standards.
- 18. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records and financial statements.

Other

- 19. Performs all other duties and functions as assigned by the Deputy Superintendent for Business & Finance.
- 20. Responsible for the special events department to include event planning and execution.
- Manage event budgets and track expenditures and ensure events are delivered within allocated resources.
- 22. Maintain confidentiality

Supervisory Responsibilities:

None.

| Tools/Equipment Used: Standard office equipment including personal computer and peripherals | | | | | | | | |
|---|--|--|--|--|--|--|--|--|
| Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting | | | | | | | | |
| Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching | | | | | | | | |
| Lifting: Occasional light lifting and carrying (less than 15 pounds) | | | | | | | | |
| Environment: May work prolonged or irregular hours | | | | | | | | |
| Mental Demands: Work with frequent interruptions; m | aintain emotional control under stress | | | | | | | |
| | | | | | | | | |
| The foregoing statements describe the general purpose a exhaustive list of all responsibilities and duties that may | 1 0 3 | | | | | | | |
| Reviewed by | Date | | | | | | | |
| Reviewed by | Date | | | | | | | |

Mental Demands/Physical Demands/Environmental Factors:

Job Title:

Asst. Business Administration Director

Wage/Hour Status: Exempt

Reports to:

Business Director

Pay Grade:

7/226

Dept./School: Business & Finance / DSC

Date Revised:

02/2022

Primary Purpose:

Assist the Director in the preparation, administration and control of the district financial resources.

Qualifications:

Education/Certification:

Bachelor's degree in accounting or business-related field

Special Knowledge/Skills:

Ability to analyze and interpret financial data

Ability to use personal computer and software to develop spreadsheets, databases and word processing documents

Ability to work with numbers in an accurate and rapid manner

Strong organizational, communication, public relations and interpersonal skills

Preferred Experience:

Two (2) years experience in business or related field

Major Responsibilities and Duties:

Accounting

- 1. Assist the Director with carrying out department operations, including assisting with periodic review of data input.
- 2. Complies with the District policies, as well as state and federal laws, and regulations.
- 3. Prepare, reconcile, and submit local, state and federal reports as applicable. Also, prepare income balance sheets, statements, consolidated statements, and other statements and reports.
- 4. Assist with compiling financial documentation for the annual budget, annual financial audit, school board agendas, etc.
- 5. Assist in developing and implementing procedures to ensure timely processing of employee payments, vendor payments, accounts payable invoices, requisitions, purchase orders, supplemental and taxpayer refunds, etc.
- Assist with preparations of purchase orders, warehouse requisitions, payment authorizations, quotes, 6. and charter bus transportation for student travel to include ordering and entering warehouse inventory.
- Assist with processing and submission of direct deposit for district employees and vendors in an 7. accurate and timely manner.

- 8. Maintain and reconcile financial information in the districts account, accounts payable, budget, payroll, and purchasing online database systems. This includes adequate balances in District's bank accounts for daily operations.
- 9. Prepare bank deposits by compiling data, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
- 10. Maintain and update litigation files and installment agreement, these include contracts of delinquent accounts, tax suits, foreclosures, and bankruptcies.
- 11. Pursue and obtain Assessor-Collector Certification through the Texas Department of Licensing and Regulations and remain certified as per TDLR requirements (travel required) as applicable.

Administration

- 12. Works with administrators, principals, directors, and staff regarding departmental policies and procedures. Assist with resolutions to complaints, concerns, issues, and problems as applicable.
- 13. Work cooperatively with all other departments, employees, vendors, taxpayers, and entities.

Records and Reports

- 14. Record, store, and analyze information using accounting software.
- 15. Prepare timely audit schedules and financial statements according to federal, state, and GASB standards.
- 16. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records and financial statements.

Other

- 24. Maintain confidentiality of information.
- 25. Performs other tasks and assumes such responsibilities as may be assigned by the Business & Finance Director and/or Deputy Superintendent for Business & Finance.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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Job Title:

Assistant Food Service Director

Exemption Status/Test: Exempt

Reports to:

Food Service Director

Pay Grade/Work Days: 7/226

Dept./School: Food Service/Multiplex

Date Revised: 11/29/17

Primary Purpose:

Assist in directing and managing the child nutrition operation of the district. Plan and implement programs that meet regulatory and nutritional requirements for students, promote development of sound nutritional practices, and maintain a safe and sanitary environment.

Qualifications:

Education/Certification:

Bachelor's degree or equivalent educational experience with academic major in food and nutrition, dietetics, home and consumer sciences, food service management, nutrition education, culinary arts, business, or a related field.

Special Knowledge/Skills:

Knowledge of menu planning, food purchasing, and preparation of foods in food service environment Ability to conduct on-site inspections of food service facilities districtwide

Ability to manage budget and personnel

Ability to implement policy and procedures

Ability to interpret data

Strong organization, communication, and interpersonal skills

Preferred:

Three years experience in food service management Eight hours of food safety training

Major Responsibilities and Duties:

Food Service Operations

- 1. Assist in directing and managing district's child nutrition programs.
- Help develop menus that meet established nutritional requirements for students. 2.
- 3. Work cooperatively with campus principals to create lunch schedules and resolve personnel issues.
- Assist in establishing and directing process of providing free and reduced lunch applications following 4. United States Department of Agriculture and Texas Education Agency guidelines for meal eligibility and reimbursement of federal funds.
- 5. Help develop and maintain written procedures for all food service operations.

Budget and Inventory

- 6. Help develop and administer budget based on documented needs and ensure that operations are cost effective and funds are managed prudently.
- 7. Work cooperatively to develop and implement a cost-effective and efficient food procurement and inventory system that meets both federal and Texas Education Agency (TEA) standards.
- 8. Assist with the evaluation of formal bids and make recommendations for the awarding of contracts for school board approval.
- Help approve and forward invoices and purchase orders for food service department to accounting department.
- 10. Assist in developing and implementing inventory and stock control program for equipment and supplies and recommend replacement and disposal of obsolete equipment as necessary.

Policy, Reports, and Law

- 11. Help Implement federal and state law, State Board of Education rule, and board policy.
- 12. Compile, maintain, and file all reports, records, and other documents required.
- 13. Ensure that employee time records are accurately maintained and data necessary to process food service payroll is delivered in a timely manner.

Personnel Management

- 14. Assist in electing, training, supervising, and evaluating staff and make recommendations relative to assignment, retention, discipline, and dismissal.
- 15. Help prepare, review, and revise job descriptions for food service department positions.
- 16. Assist in developing training options and improvement plans to ensure exemplary operation in the food service area.

Safety

- 17. Ensure that measures are in place and operating to protect food, supplies, and equipment in school cafeterias, lunchrooms, and warehouses.
- 18. Maintain safety standards that confirm with federal, state, and insurance regulations and develop a program of preventive safety.
- 19. Organize and conduct training programs to promote safe food handling and a safe work environment.

Supervisory Responsibilities:

Assist in supervising, evaluating, and recommending the hiring and firing of campus cafeteria managers, supervisors, and support staff assigned to the food service department.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; district vehicle

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

*To meet the executive exemption test, the primary duty must be management and the employee must supervise at least two full-time employees.

| This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. | | | | | | | |
|---|------|--|--|--|--|--|--|
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| Received by | Date | | | | | | |

Asst. Food Service Director 11/29/17

Job Title:

Grant Manager

Wage/Hour Status: Exempt

Reports to:

Deputy Supt for C&I

Pay Grade/Work Days: 7/8/226

Dept./School: DSC/C&I

Date Revised: 01/11/18

Primary Purpose:

Manage assigned grants and serve as the point of contact for the school district with the Health Futures of Texas (HFTX) staff and its team of evaluators, trainers, and other consultants. Serve as the advocate for the Big Decisions grant program, communicating with the District personnel about the project and disseminating information to staff, parents, and students about the project. Also serves as a liaison for the District with the HFTX grant team, brining information, questions, concerns, and suggestions to the grant team from District employees, students, and parents, as well as community members.

Qualifications:

Education/Certification:

Bachelor's Degree; Bachelor of Science in Nursing is preferred Valid Texas Drivers License

Special Knowledge/Skills:

Computer software literacy, including Microsoft Office applications

Strong organizational, communication, and interpersonal skills

Strong skills in developing and maintain working relationships with community leaders, parents, youth, and school district personnel

Demonstrated ability to work independently and as a team member with minimum supervision Demonstrated ability to relate to people of varied ethnicities, ages, backgrounds, and abilities Demonstrated understanding and acceptance of the mission, role and character of teen pregnancy prevention programs

Experience:

Major Responsibilities and Duties:

Program Management

- 1. Manage and keep required documentation of assigned grants.
- 2. Work closely with the HFTX Program Coordinator.
- 3. Assist and attend regular meetings with the Community Advisory Group.
- Recruit a focus group of parents. 4.
- Recruit a focus group of 9th grade students. 5.
- 6. Develop and conduct student engagement activities each school year.

- 7. Plan the pilot and full implementation of the programs in the District.
- 8. Identify, develop and promote service linkages in the community.

Administration

- Assist with arranging meetings (and attend meetings) with grant team members with parents, students
 and the District's School Health Advisory Council (SHAC).
- Conduct in-depth needs and resources assessment for the District's community.
- 11. Identify referral resources for the District's community.
- 12. Troubleshoot challenges to implementation.
- Conduct a pilot of each version of the Big Decisions and implementation of the full program in the District.
- 14. Obtain approval from the District for pilot and implementation plans, as needed.

Personnel

- 15. Prepare district staff for implementation of the program.
- 16. Receive and process feedback about the project from students, parents, community, and District staff.
- 17. Conduct monthly conference calls with the project team
- Conduct annual project meetings.

Professional Development

 Assist in developing a plan for providing ongoing professional development and support for staff and facilitators.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting. Occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse. Occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

SPECIAL FUNDING: Employment in federally or categorically funded positions is expressly conditioned on the availability of funding for this position. If full funding becomes unavailable, the employee is subject to termination or nonrenewal, as applicable. Grant begins 2015-2016 school year and is estimated for 4 years.

| The foregoing statements describe the general pu | rpose and responsibilities assigned to this job and are not an |
|--|--|
| exhaustive list of all responsibilities and duties the | nat may be assigned or skills that may be required. |
| Approved by | Date |
| Reviewed by | Date |

Grant Manager 3 of 3 Revised 01/18

Eagle Pass Independent School District

Human Resources Employee Status Change Form 587 Madison St. - Eagle Pass, Texas 78852

F-230 #: 2398

School Board Agenda Required: , NO, Superintendent's Agenda Required: , YES, 6/16/2025 HR Employee Letter Required: , NO Employee Required Information Supplemental_Allowance Employee Status: Current Employee

Employee ID:

Employee Name: Ana Sofia Fernandez,

Current Position Information: Business & Special Events Officer, Pay Grade:007, No. Days: 226, Campus/Dept.: 726 - Business & Finance

New Position Information as applicable New Position:,Pay Grade: , No. Days: , Campus/Dept:

Please select one: Non-TRS Retiree

Non-TRS Retiree: Equivalent Hrs per Week: ,

%FTE: 100, Hours per Day/Month:

TRS Retiree: Equivalent Hrs per Week:, %FTE:,

Hours per Month:

Yes

Section 1: Previous Employee Information

Employee Replacement Information: Employee ID: , Employee Name: , Position:

, Campus/Dept.: , Pay Grade: , Working Days: , Hours per Week:

Section 2: Supplemental

Current: - -,

Add: 5000.00 - 00 - Election Stipend,

Delete: - -

Previous Employee Information: Employee Name: Diana Deniz Brown, Employee ID: 7121, Benefits & Risk Management Director

Section 3: Employee Leave

Section 4: Start/End Dates Start Date: 7/1/2025 End Date:

Section 5: Additional Information for Change

Adding Election Stipend to replace Diana Deniz Brown

Section 6: Account Number(s)

Current Account: 199-41-6119-00-726-5-99000-Percentage: 100 %

New Account: 199-41-6119-00-726-5-99000-Percentage: 94 %; 199-41-6118-01-726-5-99000-Percentage: 6 %

F-230 Notes by Deputy Supt. for B&F:

| Approved By | | | | | | |
|---|-------------------|---------------|---------------|-------------|----------------|-----------------|
| Step | Name | Acc | ount | | Date | AND A SAFETY OF |
| Form Submitted | Tohul L. Valero | EPIS | D\tvalero | | 06/16/2025 03 | :18 PM |
| Organization Approval | Susana Perez | EPIS | D\sperez | | 06/17/2025 07: | :55 AM |
| DSC Approval | lmelda Urbina | | D\iurbina | | 06/26/2025 01: | |
| Organization Approval | Jesus A. Costilla | | D\jcostilla | | 06/26/2025 02 | |
| DSC Approval | Tohui L. Valero | | D\tvalero | | 07/10/2025 02: | |
| DSC Approval | Gaby Vandermael | | D\gvandermaal | | 07/10/2025 02 | |
| DSC Approval | Ismael Mijares | | D\imijares | | 07/16/2025 08 | |
| DSC Approval | Ismael Mijares | | D\imijares | | 07/16/2025 08 | |
| Deputy Supt. For Businass and Finance Approval | Ismael Mijares | EPIS | D\imijares | | 07/16/2025 08 | :42 AM |
| Verified by | / Human Resource | <u>s</u> . | | Verified by | y Payroll | |
| 1 | di | Date: 8/4/25 | 1. | hanz | | Date: 7.16.75 |
| 2. Par M. Di | | Date: 7/23/25 | 2. Anak | aring & | edase | Date: 7/16/25 |
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APPROVED F-230

EAGLE PASS I.S.D. PAYROLL DEPARTMENT TEACHER CALCULATION SHEET

| NAME: | Ana Sofia Fernandez | _ Position: _ | Bus. & Special | Eve | nts Officer | I.D.: | | . F | Pay Grade: | 007 | |
|------------------|---------------------------------|---------------|----------------------------|-----|-------------|----------------|------|-----|------------|----------------|------|
| REASON: | Adding Election Stipe | end . | | • | | | | | • | | |
| | | ACCOUN | T NUMBER | 2 | 2024-2025 | No. of Days | % | 2 | 2025-2026 | No. of Days | % |
| 1 | BASE SALARY | 199 41 6119 | 00 726 5 99 000 | \$ | 75,942.00 | 226 | 100% | \$ | 75,942.00 | 226 | 94% |
| 2. | Election Stipend | 199 41 6118 | 01 726 599 000 | \$ | - | | 0% | \$ | 5,000.00 | | 6% |
| 3. | | | | \$ | - | | 0% | \$ | - | | 0% |
| 4. | | | | \$ | - | | 0% | \$ | * | | 0% |
| 5. | | | , | \$ | - | | 0% | \$ | • | | 0% |
| 6. | | | | \$ | - | | 0% | \$ | | | 0% |
| 7. | • | | | \$ | · - | | 0% | \$ | - | | 0% |
| | | | | \$ | 75,942.00 | 226 | 100% | \$ | 80,942.00 | 226 | 100% |
| 8 *Travel sti | Travel* pend not part of salary | | | \$ | 3,000.00 | | 100% | \$ | 3,000.00 | | 100% |
| | | | | \$ | 336.03 | | | \$ | 358.15 | | |

Difference: \$

5,000.00

Payroll Director or Designee

2025-2026

MANUAL TRADE STIPENDS

(CALCULATED IN SALARY)

Account 199-51-6128-00-XXX-XXX

| ACCOUNT 199-01-0126-00-AAA-AAA | | | 1. Val. 17 - 20 | | Territor Sent A S | Service of Section 1997 Section |
|---|--------------|------------------------|-----------------|---------------|-------------------|---------------------------------|
| Current Positions | Pay Grade | Number of Positions | Amou | nt:p/Position | Tc | tal Amount |
| Skilled A/C Mechanic (License is required: Position does not require ticense) | 055 | 2 | \$ | 15,000.00 | \$ | 30,000.00 |
| Master Gen. Const. Facil. & Maint. (License is required for position) | 056 | 2 | \$ | 20,000.00 | \$ | 40,000.00 |
| Master Welder (License is required for position) | 056 | 1 | \$ | 20,000.00 | \$ | 20,000.00 |
| SPVR/Master Maintenance (License Is required for position) | 056 | 1 | \$ | 20,000.00 | \$ | 20,000.00 |
| SPVR/Master Carpenter (License is required for position) | 056 | 1 | \$ | 20,000.00 | \$ | 20,080.00 |
| SPVR/Master Electrician (License is required for position) | 056 | 1 | \$ | 20,000.00 | \$ | 20,000.00 |
| SPVR/Master HVAC (License is required for position) | 056 | 2 | \$ | 20,000.00 | \$ | 40,000.00 |
| SPVR/Master Plumber (License is required for position) | 056 | 1 | \$ | 20,000.00 | \$ | 20,000.00 |
| SPVR/Master of Special Project (License is required for position) | 056 | - 1 | \$ | 20,000.00 | \$ | 20,000.00 |
| SPVR. Field Maint. & Operations (License not required: Additional duties for position) | 056 | 1 | \$ | 20,000.00 | \$ | 20,000.00 |
| Total | | 13 3 | \$ | 195,000.00 | \$ | 250,000.00 |

The Stipend(s) is subject to the following:

- 1.) Paid as part of the employees annual salary and included as part of the employee's delly/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime.
- 2.) State License is required for the position. Maintaining your state license and/or master certificate in good standing and providing the District evidence o such on an annual basis. 3.) Will be required to obtain permits as applicable.
- 4.) The City of Eagle Pass Code Compliance requiring the District to have on staff an employee with your professional trade license.
- 5.) The payment for the state license will continue to be the sole responsibility of the employee.
- 6.) The payment for the continuing education course(s) will continue to be the sole responsibility of the employer.
- 7.) The department administrator must submit an F-230 when a change occurs.
- 8.) The stipend may be terminated at eny time by the Eagle Pass ISD at the sole discretion of the District or if your license expires, or is terminated, cancelled, or auspended.
- 9.) \$20,000 Stipend Is for Supervisor/Master Pay Grade 056 with State Licence.

\$15,000 Stipend is for Pay Grade 055 with State Licence.

POLICE OFFICER RANKING STIPENDS

(CALCULATED IN SALARY)

Account: 199-52-6129-00-819-X99

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|---------------------|--------------|------------------------|--------------|--|-------------|------------------|
| s Current Positions | Pay Grade | Number of Positions | Amo | iunt p/Position | | otal Amount |
| | Giane | Logitions | 巴克達 | はなると思い | | 李明明是这种东西的 |
| Lieutenant | 006 | 1 | \$ | 10,000.00 | \$ | 10,000.00 |
| Sergeant | 006 | 6 | \$ | 7,000.00 | \$ | 42,000.00 |
| Corporal | 006 | 4 | \$ | 5,000.00 | \$ | 20,000.00 |
| Investigator | 006 | 2 | \$ | 5,000.00 | \$ | 10,000.00 |
| K-9 Officer | 006 | 2 | \$ | 5,000.00 | \$ | 10,000.00 |
| Total | | 15 | \$ | 32,000.00 | \$ 5 | 92,000.00 |

The Stipend(s) is subject to the following:

- 1.) Paid as part of the employees annual selary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overlime.
- 2) The department administrator must submit an F-230 when a change occurs.
- 3.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District.
- 4.) Stipend based on additional duties assigned to these postions.

ELECTION STIPEND

(CALCULATED IN SALARY)

Account: 199-41-6118-01-726-X99/199-41-6118-95-726-X99/199-41-6129-96-726-X99

| e Current Positions. | Pay Grade | Number of Positions | Amount p/Position | Total Amount |
|-----------------------|--------------|---------------------|-------------------|--------------|
| Duly Appointed Agents | 006-020 | 6 | \$ 5,000.00 | \$ 30,000.00 |
| Total | 新疆的 统 | 6 | \$ 5,000.00 | \$ 30,000.00 |

The Stipend(s) is subject to the following:

- 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when celculating overtime.
- 2.) The elipend applies on a yearly basis during election & non-election year.
- 3) The department administrator must submit an F-230 when a change occurs.
- 4.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District.
- Stipend based on additional duties assigned to these postions.

EAGL. PASS INDEPENDENT SCHOO. DISTRICT HUMAN RESOURCES EMPLOYEE STATUS FORM HR-230 THIS FORM MUST BE PREPARED BY THE HUMAN RESOURCES DEPARTMENT

| {A} Employee Status:─New ∑Current ∑Ful | l-Time Part-Time Sub TRS Retiree Yes No |
|--|--|
| Other: Fri | nge Benefits: Yes No Hrs per Week: |
| Name: Fernandez Ana | |
| | First M. 726 BLISINESS & FINANCE |
| I.D. /Soc Sec #: | |
| Degree: BA/BS MA/MS Pay Grade: 7 | Work 226 Years of Exp: |
| Job Title: Business & Special Events O | fficer Job Code: BSEO |
| Effective Date of Change: | Board/Supt. Agenda Date: 6/16/25 |
| Account Code(s): see attachment | |
| | |
| {B} Salary or Rate (Salary Calculation Form Attached): | |
| Pay Grade Minimum | Per Supplemental/Salary Schedule |
| Hourly Rate | Other |
| {C} Employee Status Change (HR Employee Letter A | ttached as applicable): |
| FMLA WC Extended Leave | New Job Title |
| Pay Grade Reclassification | New Job Code |
| Promotion | New Pay Grade |
| Resignation/Termination | Reassignment |
| Retirement Supplemental Add Delete | ☐ Transfer Other Add Election Stipend \$5000,00 |
| | PAYROLL DEPT |
| Additional Info: see attachment | JUL 0 8 2025 |
| Account Code(s): | SCHOOL YEAR 2025-2026 |
| 1.) In-M. D- 6/19/25- HUMAN RESOURCES OFFICER DATE | 2.) A MANTE OF THE DATE |
| DEPUTY SUPT. FOR BUS & FIN. DATE | 4.) |

DEPARTMENT OF HUMAN RESOURCES SALARY CALCULATION FORM

(EMPLOYEE FILE)

| NAME: Ana Sofia Fernandez | ID#: |
|---|---|
| PREVIOUS EMPLOYEE: | ID#: |
| (AS APPLICA | ABLE) |
| I. ASSIGNMENT | Change effective date: |
| VACANCY: NEW POSITION | ON: Add Election Stipend |
| POSITION: Business & Special Events Office | |
| LOCATION: Business & Finance Dept. | LOCATION: Business & Finance Dept. |
| PAY GRADE: 07 | PAY GRADE: 07 |
| BASE PAY: \$75,942.00 | BASE PAY: \$75,942.00 |
| ADDITIONAL PAY: \$ | ADDITIONAL PAY: \$ |
| STIPEND(S): \$5000.00 | STIPEND(S): \$ |
| TOTAL PAY: \$80,942.00 HRS: | TOTAL PAY: \$75,942.00 HRS: |
| DAILY/HRLY RATE: \$358.15 DAYS: 226 | DAILY/HRLY RATE: \$336.03 DAYS: 226 |
| TRAVEL: \$3000.00 | TRAVEL: \$3000.00 |
| ACCOUNT CODE: 199-41-6119-00-726-599-000 94% 199-41-6118-01-726-599-000 6% 199-41-6139-00-726-599-000 100% | ACCOUNT CODE: 199-41-6119-00-726-599-000 100% 199-41-6139-00-726-599-000 100% |
| *May not add up due to rounding. | |
| II. | <u>CERTIFICATION</u> |
| CURRENTLY CERTIFIED: YES: | NO: |
| CERTIFICATION AREA(S): | |
| STANDARD: ALTERNATIVE: | : ☐ NÓN-RENEWABLE PERMIT: ☐ |
| EMERGENCY PERMIT: | OTHER: |
| m. | EXPERIENCE |
| EPISD (PARA-PROF) EXPERIENCE: 0 year(s) | EPISD (PROF) EXPERIENCE: 8 PAYROLL DEPT |
| OTHER EXPERIENCE: 0 year(s) | TOTAL EXPERIENCE: 8 year(s) |
| PROFESSIONAL PAY STEP EXPERIENCE: 8 y | Pear(s) JUL 0 8 2025 |
| VERIFIED: L. L. Human Resources Offices | SCHOOL YEAR (825-203676-7) Payroll Director |
| APPROVED: A APPROVED: Executive Director for HR | Deputy Superintendent for B&F |
| This form is required when there is a change in Base Pay, Addit a Superintendent's Agenda or at a School Board Meeting as app by the Superintendent and approved by the School Board as par | ional Pay, Stipend(s) included with annual salary, and Travel as approved on plicable. This form is not required for employee pay increases recommended to f the Annual Budget. |
| PROCESSED BY: HUMAN RESOURCES/PAYROLL DATE | *VERIFIED BY: AMA OPEN 7/16/25 HUMAN RESOURCES PAYROLL DATE |
| EFFECTIVE PAY PERIOD: + (1) - + 1 | TION, DIFFERENT EMPLOYEE MUST PROCESS AND VERIFY FOR PAYROLL USE SECTION. |
| | IATION, DIFFERENT EMPLOTES MIGHT PROCESS AND VERIFY FOR PATROLE USE SECTION. IATION SCREEN AND PROVIDE HR AND RISK MANG, DIR. WITH COPY OF FULLY SIGNED FORM |

EAGLE PASS INDEPENDENT SCHOOL DISTRICT HUMAN RESOURCES EMPLOYEE STATUS FORM HR-230 THIS FORM MUST BE PREPARED BY THE HUMAN RESOURCES DEPARTMENT

| {A} Employee Status: New Current Fu | -Time Part-Time Sub TR | S Retiree Yes No |
|---|------------------------------|------------------|
| Other: Fr | ege Benefits: Yes No Hrs pe | r Week: |
| Name: Fernandez Ana | Sofia | |
| Last | First 726 DUCINESS 9 | M. |
| I.D. /Soc Sec #: | Campus/Dept: 720-BUSINESS 6 | |
| Degree: BA/BS MA/MS Pay Grade: 7 | Work 226 Ye | ears of Exp: |
| Job Title: Business & Special Events C | ficer Job Code: BSE | <u>:O</u> |
| Effective Date of Change: | Board/Supt. Agenda Date: 6/1 | 6/25 |
| Account Code(s): see attachment | | |
| | | |
| {B} Salary or Rate (Salary Calculation Form Attached) | | |
| Pay Grade Minimum | Per Supplemental/Sal | ary Schedule |
| Hourly Rate | Other | |
| {C} Employee Status Change (HR Employee Letter A | tached as applicable): | - |
| FMLA WC Extended Leave | New Job Title | |
| Pay Grade Reclassification | New Job Code | |
| Promotion | New Pay Grade | |
| Resignation/Termination | Reassignment | |
| Retirement | | A 5000 00 |
| Supplemental Add Delete | Other Add Election Stipend | \$5000.00 |
| Additional Info: see attachment | | |
| | | |
| Account Code(s): | | |
| 1.) Ya-m. D- 6/19/25- HUMAN RESOURCES OFFICER DATE | 2.) EXECUTIVE DIRECTOR | FOR HR DATE |
| DEPUTY SUPT. FOR BUS & FIN. DATE | 4.)SUPERINTENDENT | DATE |

DEPARTMENT OF HUMAN RESOURCES

SALARY CALCULATION FORM (EMPLOYEE FILE)

| NAME: Ana Sofia Fernandez | ID#: | | | | | | | |
|---|--|--|--|--|--|--|--|--|
| PREVIOUS EMPLOYEE: (AS APPLICABLE) | ID# : | | | | | | | |
| I. ASSIGNMENT Change effective date: | | | | | | | | |
| VACANCY: A NEW POSITION Business & Special Events Officer | Other: Add Election Stipend PREVIOUS POSITION: Business & Special Events Officer | | | | | | | |
| LOCATION: Business & Finance Dept. PAY GRADE: 07 BASE PAY: \$75,942.00 ADDITIONAL PAY: \$ STIPEND(S): \$5000.00 TOTAL PAY: \$80,942.00 HRS: DAILY/HRLY RATE: \$358.15 DAYS: 226 TRAVEL: \$3000.00 ACCOUNT CODE: 199-41-6119-00-726-599-000 94% 199-41-6139-00-726-599-000 100% | LOCATION: Business & Finance Dept. PAY GRADE: 07 BASE PAY: \$75,942.00 ADDITIONAL PAY: \$ STIPEND(S): \$ TOTAL PAY: \$75,942.00 HRS: DAILY/HRLY RATE: \$336.03 DAYS: 226 TRAVEL: \$3000.00 ACCOUNT CODE: 199-41-6119-00-726-599-000 100% 199-41-6139-00-726-599-000 100% | | | | | | | |
| *May not add up due to rounding. II. CE | RTIFICATION | | | | | | | |
| CURRENTLY CERTIFIED: YES: NO: | □ N/A: □ | | | | | | | |
| CERTIFICATION AREA(S): | | | | | | | | |
| STANDARD: ALTERNATIVE: | NON-RENEWABLE PERMIT: | | | | | | | |
| EMERGENCY PERMIT: | OTHER: | | | | | | | |
| m. <u>I</u> | EXPERIENCE | | | | | | | |
| EPISD (PARA-PROF) EXPERIENCE: 0 year(s) EPI | SD (PROF) EXPERIENCE: 8 year(s) | | | | | | | |
| OTHER EXPERIENCE: 0 year(s) TO | TAL EXPERIENCE: 8 year(s) | | | | | | | |
| PROFESSIONAL PAY STEP EXPERIENCE: 8 year(| (s) | | | | | | | |
| VERIFIED: Human Resources Officer APPROVED: APPROVED: Payroll Director Payroll Director Deputy Superintendent for B&F | | | | | | | | |
| This form is required when there is a change in Base Pay, Additional Pay, Stipend(s) included with annual salary, and Travel as approved on a Superintendent's Agenda or at a School Board Meeting as applicable. This form is not required for employee pay increases recommended by the Superintendent and approved by the School Board as part of the Annual Budget. | | | | | | | | |
| | LL USE ONLY* | | | | | | | |
| PROCESSED BY: HUMAN RESOURCES/PAYROLL DATE | RIFIED BY: | | | | | | | |
| EFFECTIVE PAY PERIOD: | | | | | | | | |
| *EMPLOYEE THAT VERIFIES MAY NOT COMPLETE THE FOR PAYROLL USE ONLY SECTION. **MUST ATTACH COPY OF THE ITCCS REGION 20 WPR5321 EMPLOYEE PAY INFORMATION | | | | | | | | |

EAGLE PASS I.S.D. PAYROLL DEPARTMENT TEACHER CALCULATION SHEET

| NAME: | Ana Sofia Fernandez | Posi | ition: | Bus. & | Special | Ever | nts Officer | I.D.: | | . F | Pay Grade: | 007 | |
|------------------|----------------------------------|--------|---------------------------------|---------|--|-----------|-------------|----------------|------|-----------|------------|----------------|------|
| REASON: | Adding Election Stipe | end | tan dan day day day day day day | | 17411/41.41.41.41.41.41.41.41.41.41.41.41.41.4 | | | | | | | | |
| | | AC | COUNT | NUMBE | R | 2 | 024-2025 | No. of Days | % | 2 | 025-2026 | No. of Days | % |
| 1 | BASE SALARY | 199 41 | 6119 0 | 0 726 5 | 99 000 | <u>\$</u> | 75,942.00 | 226 | 100% | <u>\$</u> | 75,942.00 | 226 | 94% |
| 2. | Election Stipend | 199 41 | 6118 0 | 1 726 5 | 99 000 | \$ | - | | 0% | \$ | 5,000.00 | | 6% |
| 3. | | | | | | \$ | - | | 0% | \$ | - | | 0% |
| 4. | | | | | | \$ | - | | 0% | \$ | - | | 0% |
| 5. | | | | | | \$ | - | | 0% | \$ | - | | 0% |
| 6. | | | | | | \$ | | | 0% | \$ | - | | 0% |
| 7. | | | | | | \$ | - | | 0% | \$ | - | | 0% |
| | | | | | | \$ | 75,942.00 | 226 | 100% | \$ | 80,942.00 | 226 | 100% |
| 8 *Travel sti | Travel* ipend not part of salary | 1 | 6139 0 | 0 726 5 | 99 000 | \$ | 3,000.00 | | 100% | \$ | 3,000.00 | | 100% |
| | | | | | | ¢ | 336 03 | | | 4 | 359 15 | | |

Difference: \$ 5,000.00

Payroll Director or Designee

2025-2026

MANUAL TRADE STIPENDS (CALCULATED IN SALARY)

Account 199-51-6128-00-XXX-XXX

| Current Positions | Pay Grade | Number of Positions | Amount p/Position | Total Amount | | | |
|---|--------------|------------------------|-------------------|---------------|--|--|--|
| Skilled A/C Mechanic (License is required: Position does not require license) | 055 | 2 | \$ 15,000.00 | \$ 30,000.00 | | | |
| Master Gen. Const. Facil. & Maint. (License is required for position) | 056 | 2 | \$ 20,000.00 | \$ 40,000.00 | | | |
| Master Welder (License is required for position) | 056 | 1 | \$ 20,000.00 | \$ 20,000.00 | | | |
| SPVR/Master Maintenance (License is required for position) | 056 | 1 | \$ 20,000.00 | \$ 20,000.00 | | | |
| SPVR/Master Carpenter (License is required for position) | 056 | 1 | \$ 20,000.00 | \$ 20,000.00 | | | |
| SPVR/Master Electrician (License is required for position) | 056 | 1 | \$ 20,000.00 | \$ 20,000.00 | | | |
| SPVR/Master HVAC (License is required for position) | 056 | 2 | \$ 20,000.00 | \$ 40,000.00 | | | |
| SPVR/Master Plumber (License is required for position) | 056 | 1 | \$ 20,000.00 | \$ 20,000.00 | | | |
| SPVR/Master of Special Project (License is required for position) | 056 | 1 | \$ 20,000.00 | \$ 20,000.00 | | | |
| SPVR. Field Maint. & Operations (License not required: Additional duties for position) | 056 | 1 | \$ 20,000.00 | \$ 20,000.00 | | | |
| Total | reasing. Th | 13 | \$ 195,000.00 | \$ 250,000.00 | | | |

The Stipend(s) is subject to the following:

- 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime.
- 2.) State License is required for the position. Maintaining your state license and/or master certificate in good standing and providing the District evidence of such on an annual basis. 3.) Will be required to obtain permits as applicable.
- 4.) The City of Eagle Pass Code Compliance requiring the District to have on staff an employee with your professional trade license.
- 5.) The payment for the state license will continue to be the sole responsibility of the employee.
- 5.) The payment for the continuing education course(s) will continue to be the sole responsibility of the employer.
- 7.) The department administrator must submit an F-230 when a change occurs.
- 8.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District or if your license expires, or is terminated, cancelled, or suspended.
- 9.) \$20,000 Stipend is for Supervisor/Master Pay Grade 056 with State Licence.

\$15,000 Stipend is for Pay Grade 055 with State Licence.

POLICE OFFICER RANKING STIPENDS

(CALCULATED IN SALARY)

Account: 199-52-6129-00-819-X99

| Total | | 15 | \$ | 32,000.00 | \$ 92,000.00 |
|-------------------|--------------|------------------------|----|-----------------|-----------------|
| K-9 Officer | 006 | 2 | \$ | 5,000.00 | \$ 10,000.00 |
| Investigator | 006 | 2 | \$ | 5,000.00 | \$ 10,000.00 |
| Corporal | 006 | 4 | \$ | 5,000.00 | \$ 20,000.00 |
| Sergeant | 006 | 6 | \$ | 7,000.00 | \$ 42,000.00 |
| Lieutenant | 006 | 1 | \$ | 10,000.00 | \$ 10,000.00 |
| Current Positions | Pay Grade | Number of Positions | Am | ount p/Position | Total Amount |

The Stipend(s) is subject to the following:

- 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime.
- 2) The department administrator must submit an F-230 when a change occurs.
- 3.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District.
- 4.) Stipend based on additional duties assigned to these postions.

ELECTION STIPEND

(CALCULATED IN SALARY)

Account: 199-41-6118-01-726-X99/199-41-6118-95-726-X99/199-41-6129-96-726-X99

| Current Positions | Pay Grade | Number of Positions | Amou | nt p/Position | Total Amount |
|-----------------------|--------------|---------------------|------|---------------|--------------|
| Duly Appointed Agents | 006-020 | 6 | \$ | 5,000.00 | \$ 30,000.00 |
| Total | KIND IN | 6 | \$ | 5,000.00 | \$ 30,000.00 |

The Stipend(s) is subject to the following:

- 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime.
- 2.) The stipend applies on a yearly basis during election & non-election year.
- The department administrator must submit an F-230 when a change occurs.
- 4.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District.
- Stipend based on additional duties assigned to these postions.

Eagle Pass Independent School District

F-230 #: 1412

Human Resources Employee Status Change Form 587 Madison St. - Eagle Pass, Texas 78852

| Employee Information | Emp | loyee | Informa | ition |
|----------------------|-----|-------|---------|-------|
|----------------------|-----|-------|---------|-------|

Employee Name: Ana Sofia Fernandez

ID: Pay Grade: 007 - 007

Current Employee,

TRS Retiree:

Working days: 226 to 226, - hours per week Position: Asst. Business & Finance Director -Business & Special Events Officer at 726 -Business & Finance - 726 - Business & Finance

Employee Leave:

Reason for change: Title change to Business & Special Events Officer as per approved 2024-2024 Professional Hiring Schedule New_Title_with__No_change_in_Pay__complete_section_5_and_6_

Start Date: End Date:

New Position or Employee Reassignment/Transfer

af

replacing

Part-Time w/No Benefits Per Week: - Part-Time w/No Benefits Hours Per Month:

Supplemental:

Current: - -

Add: - -

Delete: - -

Previous Employee Information: , ID ,

Employee Leave:

Current Account: 199-41-6119-00-726-4-99000-Percentage: 100 % New Account: 199-41-6119-00-726-4-99000-Percentage: 100 %

Additional Information for Change: Title change to Business & Special Events Officer as per approved 2024-2024 Professional Hiring Schedule

F-230 Notes by Deputy Supt. for B&F:

| Approved By | | | | |
|---|-------------------|-----------------------|------------|---------------------|
| Step | Name | Account | 1.7 | Date |
| Form Submitted | Tohui L. Valero | EPISD\tvalero | | 05/30/2024 09:22 AM |
| Create Req# | Workflow | _workflow | | 05/30/2024 09:22 AM |
| Organization Approval | John Cax | jcox@eaglepassisd.net | | 05/30/2024 11:26 AM |
| Organization Approval | Jesus A. Costilla | EPISD\costilla | | 06/04/2024 02:09 PM |
| DSC Approval | Tohui L. Valero | EPISD\tvalero | | 07/01/2024 10:40 AM |
| DSC Approval | Gaby Vandermaal | EPISD\gvandermaal | | 07/01/2024 10:42 AM |
| Deputy Supt. For Business and Finance Approval | Ismael Mijares | EPISD\imijares | | 07/01/2024 02:58 PM |
| | | Y | 17 -20- 11 | L |

| 1 Marice Approval | | | |
|-----------------------------|---------|-----------------------|--------------|
| Verified by Human Resources | Y | Verified by Payroll | |
| 1. Date: | 7/17/24 | 1 (Chang | Date: 7-3-24 |
| 2. Pan M. Ori Date: | 7/16/24 | 2. Ang karing gildase | Date: 7/3/24 |
| xc. Rupiter Quest Date | 1/18/24 | xc. 7.15-24 | Date: |

EAGL 'ASS INDEPENDENT SCHOO DISTRICT HUMAN RESOURCES EMPLOYEE STATUS FORM HR-230 THIS FORM MUST BE PREPARED BY THE HUMAN RESOURCES DEPARTMENT

| {A} Employee Status: New Current | Full-Time Part-Time Sub TRS Retiree Yes No |
|---|---|
| Other: | Fringe Benefits: Yes No Hrs per Week: |
| | na Sofia |
| Name:Last | First M. |
| I.D. /Soc Sec #: | Campus/Dept: 726-BUSINESS & FINANCE |
| Degree: BA/BS MA/MS Pay Grade: | Work Years of Days: 226 Exp: |
| Job Title:Asst. Bus Ad. Director | Job Code: ABAD |
| 07/01/24 | Board/Supt. Agenda Date: |
| Account Code(s): see attached | |
| {B} Salary or Rate (Salary Calculation Form Attach | ed): |
| Pay Grade Minimum | Per Supplemental/Salary Schedule |
| Hourly Rate | Other |
| {C} Employee Status Change (HR Employee Lette | er Attached as applicable): |
| FMLA WC Extended Lea | Bus & Special Events Officer |
| Pay Grade Reclassification | New Job Code BSEO |
| Promotion | New Pay Grade |
| Resignation/Termination | Reassignment |
| Retirement | Transfer |
| Supplemental Add Delete | |
| Additional Info: | |
| Account Code(s): | |
| 1.) Patin M. Jaren 6/18/24 HUMAN RESOURCES OFFICER DAT | 2.) A QUI USALA 6/18 EXECUTIVE DIRECTOR FOR HR DATE |
| 3.) DEPUTY SUPT. FOR BUS. & FIN. DAT | E SUPERINTENDENT DATE |

Title Change to Job Coda BSEO

| MI | nbox (4) - | · pgarcia@ea | glepassisd.n | et - Eagle Pass Inde | | ASCENE | ER Application | n Directory | 7 | Personnel - Staff De | swodtabyje - El | nployee 009423 | FER 2 P: |
|--------------------|------------|--------------|--------------|-----------------------|------------|-----------|----------------|---|---------------------|-----------------------|------------------------|----------------------|---------------|
| = | ń | Malmenan | æ>Slaff# | sb/Pay Data | | | | Burgaran da Angaran da Angaran da Angaran da | | • | Payroll | : | 7 (16) 17 (9) |
| | | Save | | | | | | | | | | | |
| | En | nployee: | FER | NANDEZ, ANA SOFIA | | | | | \supset | Retrieve | Dire | ctory | Documents |
| | PA | Y INFO | JOB INFO | DISTRIBUTIONS | DEDUCTIO | NS LE. | AVE BALAN | CE | | | | | |
| 12 | | Delete | Details | : Job Code | | Extra Dut | у | Account Type | Ace | count Code | Amount | Percent | |
| þ | | liid Ciid | Ω | ABAD - ASST BUS AD | | 23 - TRAV | EL STIPEND | В | Total: | 139.00-726-499000 | 3,000.00 | 100.000% | |
| | | <u>O</u> | ۵ | ABAD - ASST BUS AD | M DIRECTOR | | | G | 199-41-61 Total: | 19.00-726-499000 | 75,942.00 75,942.00 | 100.000% 100.000% | |
| े (} | | Rows: 1 | of 2 Refres | ah Totals | | | | | | | | <u>Add</u> | J |
| | | | | | | | | | | | | | |
| Annual (Carameter) | | Job Co | ode: | ABAD - ASST BUS ADM | DIRECT \$ | | | | | | | | |
| | | Extra | Duty Code: | 23 TRAVEL STIPEND B | • | | Activit | y Code: | 79 Other St | upplementat | • | Re-s | ort |
| | | Accou | int Type: | B Non-TRS taxable bus | flow ‡ | | TRS G | rant Code: | | | | | |
| | | Accou | int Code: | 199-41-6139.00-726-49 | 9000 | | Worke | er's Comp Code: | <u> </u> | | * | | |
| | | Descr | intion: | EMPLOYEE ALLOWANCE | | | Expen | se 373: | (N Accounts | rot used in ASB distr | (*) | | |
| | | Аточ | | 3,000.00 out of 3,0 | 00,00 | | Emplo | yer Contribution: | | | | | |
| | | Perce | nt | 100.000% | | | Perfor | mance Pay: | | | | | |

EAGLE PASS INDEPENDENT SCHOOL DISTRICT PROFESSIONAL HIRING SCHEDULE 2024-2025

BASED ON \$55,000 STARTING SALARY

| 1 | | | | |
|---------------------|---------------|---------------|--|-------------------|
| PAY STEP EXPERIENCE | STATE MINIMUM | LOCAL SALARY* | PROFESSIONAL SUPPORT POSITIONS | ADDITIONAL PAY*** |
| 0 | 33,660 | 55,000 | BUSINESS & SPECIAL EVENTS OFFICER | 5,500 |
| 1 | 34,390 | 55,050 | COUNSELDR- HEAD HIGH SCHOOL | 10,000 |
| . 2 | 35,100 | 55,100 | COUNSELOR- HEAD JR. HIGH | 7,000 |
| 3 | 35,830 | 55,150 | COUNSELOR - LICENSED PROFESSIONAL | 7,000 |
| 4 | 37,350 | 55,200 | COUNSELOR | 6,000 - |
| 5 | 38,800 | 55,300 | LIBRARIAN: LEARNING RESOURCE CERTIFICATION | 4,000 |
| 6 | 40,410 | 55,400 | LIBRARIAN: LEARNING RESOURCE ENDORSEMENT | 3,750 |
| 7 | 41,830 | 55,500 | SPECIAL EDUCATION: | |
| 8 | 43,170 | 55,600 | ASSESSMENT SPECIALIST | 4,000 |
| 9 | 44,440 | 55,700 | DIAGNOSTICIAN | 6,000 |
| 10 | 45,630 | 55,800 | LICENSED SPECIALIST- SCHOOL PSYCHOLOGY | 7,500 |
| 11 | 46,770 | 55,900 | LICENSED SPEECH PATHOLOGIST | 17,000 |
| 12 | 47,850 | 56,000 | PHYSICAL THERAPIST | 5,500 |
| 13 | 48,850 | 56,100 | PHYSICAL THERAPIST ASST. | 3,500 |
| 14 | 49,810 | 56,200 | SPEECH THERAPIST | 5,500 |
| 15 | 50,710 | 56,300 | SPEECH PATHOLOGIST ASSISTANT | 3,500 |
| 16 | 51,570 | 56,400 | TEACHER-AUDITORY/VISUALLY IMPAIRED | 3,000 |
| 17 | 52,370 | 56,500 | PEP SUPERVISOR | 1,500 |
| . 18 | 53,140 | 56,600 | PUBLIC INFORMATION OFFICER | 5,500 |
| 19 | 53,860 | 56,700 | REGISTERED NURSE | 2,150 |
| 20** | 54,540 | 56,800 | SOCIAL WORKER | 1,500 |

^{*}LOCAL SALARY STEP AMOUNT OF \$50/\$100 IS BASED ON 187 WORKING DAYS AND IS PRORATED BASED ON ADDITIONAL WORKING DAYS FOR EACH YEAR OF EXPERIENCE, THE LOCAL SALARY STEP INCREASE IS NOT STATE MANDATED AND IS NOT AUTOMATIC. IT IS PART OF THE OVERALL SALARY APPROVED AT THE DISCRETION OF THE BOARD OF TRUSTEES.

THE PROFESSIONAL HIRING SCHEDULE INCLUDES:

ASST, BUS & FIN ADMIN, DIRECTOR (226 DAYS) ASST. CATE DIRECTOR (226 DAYS)

ASST. FOOD SERVICE DIRECTOR (226 DAYS) ASST. NURSE COORDINATOR (217 DAYS)

ASST. TRANSPORTATION DIR. (226 DAYS)

ATHLETIC TRAINER (210 DAYS) BAND DIRECTOR (217 DAYS)

ADMISSIONS & ATTENDANCE OFFICER (226 DAYS) BUSINESS & SPECIAL EVENTS OFFICER (226 DAYS) BUSINESS OPERATIONS MANAGER (238 DAYS)

COUNSELOR (192-226 DAYS) HR OFFICER (226 DAYS) LIBRARIAN (187 DAYS)

MICROCOMPUTER TECH. (226 DAYS) PEIMS DATA ANALYST (226 DAYS) PEP SUPERVISOR (226 DAYS)

PUBLIC INFO. OFFICER (226 DAYS) REGISTERED NURSES (192 DAYS) SCHOOL FACILITIES SUPERVISOR (226 DAYS)

SOCIAL WORKER (192 DAYS)

SP. ED. ASSESSMENT SPECIALIST (210 DAYS) SP. ED. AUDIOTORY/VISUALLY IMPAIRED TEACHER (187 DAYS)

SP. ED. DIAGNOSTICIAN (202 DAYS)

SP. ED. LICENSED SPECIALIST- SCHOOL PSYCHOLOGY (202 DAYS)

SP. ED. LICENSED SPEECH PATHOLOGIST (202 DAYS)

SP. ED. OCCUPATIONAL THERAPIST (202 DAYS) SP, ED, SPEECH PATHOLOGIST ASST, (202 DAYS)

SP. ED. PHYSICAL THERAPIST ASST. (202 DAYS)

SP. ED. PHYSICAL THERAPIST (202 DAYS) SP. POP. EVALUATOR (226 DAYS)

SPVR. F/S AND WAREHOUSE OPERATIONS (238 DAYS)

TEACHER (187-217 DAYS) WEBMASTER (226 DAYS)

MNEW HIRED TEACHERS, COUNSELORS, LIBRARIANS, AND RNS, INCLUDING PREVIOUSLY EMPLOYEED SCHOOL DISTRICT EMPLOYEES, WILL BE PAID ACCORDING TO THE PROFESSIONAL HIRING SCHEDULE PAY STEP BASED ON THE YEARS OF EXPERIENCE. HIRED OR REHIRED EMPLOYEES WITH OVER 20 YEARS OF EXPERIENCE WILL BE PLACED AT PAY STEP 20.

^{**} OTHER PROFESSINAL POSITIONS, INCLUDING PREVIOUSLY EMPLOYED DISTRICT EMPLOYEES, WILL BE PAID BASED ON THE MINIMUM OF TH EPROFESSIONAL HIRING SCHEDULE PAY STEP OR AS APPROVED BY THE SUPERINTENDENT.

^{****}ADDITIONAL PAY ADDED TO HIRING AMOUNT FOR SPECIFIC PROFESSIONAL SUPPORT POSITIONS AND IS PRORATED BASED ON 187 WORKING DAYS.

EAGLE PASS INDEPENDENT SCHOOL DISTRICT HUMAN RESOURCES EMPLOYEE STATUS FORM HR-230 THIS FORM MUST BE PREPARED BY THE HUMAN RESOURCES DEPARTMENT

| {A} Employee Status: New ⊠Current ⊠Fu | ll-Time Part-Time Sub TRS Retiree Yes No |
|--|---|
| Other: Fri | nge Benefits: Yes No Hrs per Week: |
| Name: Fernandez Ana | |
| | First M. |
| I.D. /Soc Sec #: | Campus/Dept: 726-BUSINESS & FINANCE |
| Degree: BA/BS MA/MS Pay Grade: 7 | Work Days: 226 Years of Exp: |
| Job Title: Asst. Business Admin. Dir | rector Job Code: ABAD |
| Effective Date of Change: | Board/Supt. Agenda Date: 11/14/23 |
| Assurate Carta(a), see attachment | |
| | |
| {B} Salary or Rate (Salary Calculation Form Attached): | |
| Pay Grade Minimum | Per Supplemental/Salary Schedule |
| Hourly Rate | Other |
| {C} Employee Status Change (HR Employee Letter A | ttached as applicable): |
| FMLA WC Extended Leave | New Job Title |
| Pay Grade Reclassification | New Job Code |
| Promotion | New Pay Grade |
| Resignation/Termination | Reassignment |
| Retirement | Transfer |
| Supplemental Add Delete | Other |
| Additional Info: 2023-2024 equity adjustments | |
| | |
| Account Code(s): | |
| 0 | |
| 1.) The M. Ja 11/14/23 HUMAN RESOURCES OFFICER DATE | 2.3 My Utto Colta, 1/14/2 EXECUTIVE DIRECTOR FOR HR DATE |
| | • |
| DEPUTY SUPT. FOR BUS. & FIN. DATE | 4.)SUPERINTENDENT DATE |

DEPARTMENT OF HUMAN RESOURCES

SALARY CALCULATION FORM (EMPLOYEE FILE)

| NAME: Ana Sofia Fernandez | ID#: | | | | | |
|--|--|--|--|--|--|--|
| PREVIOUS EMPLOYEE: | ID#: | | | | | |
| (AS APPLICABLI | 5) | | | | | |
| L. | ASSIGNMENT | | | | | |
| VACANCY: Asst. Business Admin. Director LOCATION: Finance Dept. PAY GRADE: 07 BASE PAY: \$66,779.02 ADDITIONAL PAY: \$6,646.66 STIPEND(S): \$ TOTAL PAY: \$73,425.68 HRS: DAILY/HRLY RATE: \$324.89 DAYS: 226 TRAVEL: \$3000.00 ACCOUNT CODE: 199-41-6139-00-726-499-000 199-41-6119-00-726-499-000 | Other: | | | | | |
| п. <u>с</u> | CERTIFICATION | | | | | |
| CURRENTLY CERTIFIED: YES: NO: | □ N/A: □ | | | | | |
| CERTIFICATION AREA(S): | | | | | | |
| STANDARD: ALTERNATIVE: | NON-RENEWABLE PERMIT: | | | | | |
| EMERGENCY PERMIT: | OTHER: | | | | | |
| III. | EXPERIENCE | | | | | |
| EPISD (PARA-PROF) EXPERIENCE: year(s) | EPISD (PROF) EXPERIENCE: year(s) | | | | | |
| OTHER EXPERIENCE: year(s) TO | TAL EXPERIENCE: year(s) | | | | | |
| PROFESSIONAL HIRING PAY STEP EXPERIENCE | : N/A year(s) | | | | | |
| VERIFIED: Jam. J. 11/6/23 Human Resources Officer | Payroll Director | | | | | |
| APPROVED: Executive Director for HR | Deputy Superinfendent for B&F | | | | | |
| | Pay, Stipend(s) included with annual salary, and Travel as approved on ole. This form is not required for employee pay increases recommended he Annual Budget. | | | | | |
| FOR PAYRO | LL USE ONLY* | | | | | |
| | RIFIED BY: | | | | | |
| 1 | HUMAN RESOURCES/PAYROLL DATE | | | | | |
| EFFECTIVE PAY PERIOD: *EMPLOYEE THAT VERIFIES MAY NOT COMPLETE THE FOR PAYROLL USE ONLY SECTION. | DISERBENT SMDI AVES MIST DDACESS AND DESIGN EAD DAVIAGE HES SECTION | | | | | |
| *EMPLOYEE THAT VERIFIES MAY NOT COMPLETE THE FOR PAYROLL USE ONLY SECTION. **MUST ATTACH CDPY OF THE ITCCS REGION 20 WPR5321 EMPLOYEE PAY INFORMATION | | | | | | |



Maintenance > Staff Job/Pay Data

EP000009554

Year: C

Frequency: 5

Change

Employee: : FERNANDEZ, ANA SOFIA

















| | Delete | Details | Job Code | Extra Duty | Account Type | Account Code | Amount | Perc |
|---|--------|---------|------------------------------|---------------------|--------------|---|-----------|--------|
| | | , | ABAD - ASST BUS ADM DIRECTOR | 23 - TRAVEL STIPEND | В | 199-41-6139.00- 7 2 6 -499000 | 3,000.00 | 100.00 |
| 1 | | | | | | Total: | 3,000.00 | 100.00 |
| 1 | | | ABAD - ASST BUS ADM DIRECTOR | | G | 199-41-6119.00- 7 26-499000 | 73,425.68 | 100.00 |
| | | | | | | Total: | 73,425.68 | 100.00 |

Rows: 1 of 2

| Oly | |
|-----|---|
| 7 | |
| P | • |

66,718.000. +

61 • 020

6,646,660

73,425.680

Job 73,425.680 Code: 226 •

324.893 * Extra

Duty Code:

Account 1 B Non-TRS taxable bus allow Type:

Account Code:

199-41-6139.00-726-499000

EMPLOYEE ALLOWANCES 3 000 00 aut of 3 000 00 Amount: [

Activity

Code:

79 Other Supplemental

TRS Grant Code:

Worker's Comp Code:

Expense 373:

N Account not used in ASB distr

Employer

Contribution:

v

| • | PA | OLL S | ALARY AD. | JUSTMENT | F M | |
|----------------------------------|---------------|------------------|-------------------|----------------------------|-----------------|--------------------------------------|
| Employee Name: | | Ana Sofia Ferna | ındez | | ID: | , (m |
| Pay Period: | | 7/26/2023 | } | - | Campus: | 726 |
| Position: | Asst. | Business Admi | n. Director | | Job Code: | ABAD |
| Account: | 199- | 41-6119-00-72 | j-499-000 | | 100% | |
| | | | | | | |
| | | | | | | |
| | | REA | SON FOR ADJ | USTMENT | | |
| New Employee: | | Special Ed: | | Chairperson: | | |
| Coaching Stipend: | | Master's: | | Promotion: | | |
| Reassignment: | | Other: | Adding step and n | ew additional pay | for positon in | 23-24. |
| FICA Eligibility | М | TRS Status: | 1 | Pay Type: | 1 | Pay Grade: 007 |
| Pay Step: | 07 | State Step: | 07 | Hrs p/day: | 8 | Contract amount: \$66,779.02 |
| Balance: | \$ 70,645.76 | Annual Pymts: | 24 | Remain, Pymts: | 23 | # of Months: 12 |
| State Min. Days: | 226 | St. Min. Salary: | \$ 50,196.00 | _ Hrly Rate: | \$ - | O/T Rate: \$ - |
| Daily Rate: | \$ 324.89 | Payoff Date: | 6/26/2024 | Wkl Hrs.Schd: | 40 | TRS Member Pos: 12 |
| Calendar Code: | | 13 | | No. of D | ays Based on: | 226 |
| Contract Begin Date: | 7/3/ | 2023 | | Cont | ract End Date: | 6/13/2024 |
| Effective Date: | 7/3/ | 2023 | | No. of Da | ays employed: | 226 |
| \$66,779.02 | + | \$ 6,646.66 | + | | = | \$ 73,425.68 |
| Contract Amount | | Extra Amount | | Extra Amount | | Total Contract Amount |
| 226 | | . × . | \$ | . 295.48 | - | \$ 66,779.02 |
| No. of Days to | | | Daily | | | Total Contract Earned |
| Description of Extra: | | Base salar | | _ Account: | | |
| 226 No. of Days to | work | . × . | \$ Daily | 29.41 Rate | | \$ 6,646.66 Total Extra Earned |
| Description of Extra: | VI OI K | | • | nate onal Support Posit | ion Stinand | TOTAL EXTER COLLICA |
| Description of Extra. | | x | 23-24 110163310 | mai support rosit | ion superiu. | \$ - |
| No. of Days to | work | . ^ . | Daily | Rate | | Total Extra Earned |
| Description of Extra: | | | | | | |
| | | | | Total Adj. Con | tract Amount: | \$ 73,425.68 |
| \$ 2,779.92 | × | 1 | 7/12/ | 2023 | = | \$ 2,779.92 |
| Pay Rate | | Payments | From | | | Contract Paid |
| | x | | | | = | \$ - |
| Pay Rate | | Payments | From | -To | | Contract Paid |
| Description: | | | | Account : | | |
| | × | | | | . = . | \$ - |
| Pay Rate | | Payments | From | | Contract Paid: | Contract Paid \$ 2,779.92 |
| t 70.045.70 | | 27 | 7/25/2022 | | Joint act Fala, | |
| \$ 70,645.76 Contract Balance | ÷ No. of P | 23 ayments | 7/26/2023 From | 6/26/2024 To | • | \$ 3,071.55 Semi Monthly Payments |
| Marital Status: | | Single/Married | | Married Jointly | | Head of Household |
| Children under 17: | | Other Dep: | | Additional | Withholding: | \$ - |
| Bank Account No | umber | | Bank Routin | g Number | | Bank Code |
| Note: | | | | | | |
| 1 ha | | 17.73 | AMU QUE | 101 July 1 | 23 ~ | 7.713 |
| Asst Ausiness Admir | n. Director | • | Asst. Business A | dmin. Director | | Payroll Director |

PROFESSIONAL HIRING SCHEDULE 2023-2024

BASED ON \$53,000 STARTING SALARY

| PAY STEP EXPERIENCE | STATE MINIMUM | LOCAL SALARY | PROFESSIONAL SUPPORT POSITIONS | ADDITIONAL PAY*** |
|---------------------|---------------|--------------|--|-------------------|
| 0 | 33,660 | 53,000 | ASST. BUSINESS ADMIN. DIR SPECIAL EVENTS | 5,500 |
| 1 | 34,390 | 53,050 | COUNSELOR- HEAD HIGH SCHOOL | 10,000 |
| 2 | 35,100 | 53,100 | COUNSELOR- HEAD JR. HIGH | 7,000 |
| 3 | 35,830 | 53,150 | COUNSELOR - LICENSED PROFESSIONAL | 7,000 |
| . 4 | 37,350 | 53,200 | COUNSELOR | 6,000 |
| 5 | 38,800 | 53,300 | LIBRARIAN: | |
| 6 | 40,410 | 53,400 | LEARNING RESOURCE CERTIFICATION | 4,000 |
| 7 | 41,830 | 53,500 | LEARNING RESOURCE ENDORSEMENT | 3,750 |
| 8 | 43,170 | 53,600 | SPECIAL EDUCATION: | |
| 9 | 44,440 | 53,700 | ASSESSMENT SPECIALIST | 4,000 |
| 10 | 45,630 | 53,800 | DIAGNOSTICIAN | 6,000 |
| 11 | 46,770 | 53,900 | LICENSED SPECIALIST- SCHOOL PSYCHOLOGY | 7,500 |
| 12 | 47,850 | 54,000 | LICENSED SPEECH PATHOLOGIST | 17,000 |
| 13 | 48,850 | 54,100 | PHYSICAL THERAPIST | 5,500 |
| 14 | 49,810 | 54,200 | PHYSICAL THERAPIST ASST. | 3,500 |
| 15 | 50,710 | 54,300 | SPEECH THERAPIST | 5,500 |
| 16 | 51,570 | 54,400 | SPEECH PATHOLOGIST ASSISTANT | 3,500 |
| 17 | 52,370 | 54,500 | TEACHER-AUGITORY/VISUALLY IMPAIRED | 3,000 |
| 18 | 53,140 | 54,600 | PEP SUPERVISOR | 1,500 |
| 19 | 53,860 | 54,700 | PUBLIC INFORMATION OFFICER | 5,500 |
| 20** | 54,540 | 54,800 | SOCIAL WORKER | 1,500 |

^{*}LOCAL SALARY STEP AMOUNT OF \$50/\$100 IS BASED ON 187 WORKING DAYS AND IS PROPATED BASED ON ADDITIONAL WORKING DAYS FOR EACH YEAR OF EXPERIENCE. THE LOCAL SALARY STEP INCREASE IS NO STATE MANDATED AND IS NOT AUTOMATIC. IT IS PART OF THE OVERALL SALARY APPROVED AT THE DISCRETION OF THE BOARD OF TRUSTEES.

THE PROFESSIONAL HIRING SCHEDULE INCLUDES:

| ADMISSIONS & ATTENDANCE OFFICER | BUSINESS OPERATIONS MANAGER | REGISTERED NURSES | SP. ED. OCCUPATIONAL THERAPIST |
|---------------------------------|-----------------------------|---|------------------------------------|
| ASST. BUS & FIN ADMIN. DIRECTOR | COUNSELOR | SCHOOL FACILITIES SUPERVISOR | SP, ED, SPEECH PATHOLOGIST ASST. |
| ASST. CATE DIRECTOR | HR OFFICER | SOCIAL WORKER | SP. ED. PHYSICAL THERAPIST ASST. |
| ASST, FOOD SERVICE DIRECTOR | LIBRARIAN | SP, ED, ASSESSMENT SPECIALIST | SP. ED. PHYSICAL THERAPIST |
| ASST. NURSE COORDINATOR | MICROCOMPUTER TECH. | SP. ED. DIAGNOSTICIAN | SP. POP. EVALUATOR |
| ASST. TRANSPORTATION OIR. | PEIMS DATA ANALYST | SP, ED. PARENT/TRAINER | SPVR, F/S AND WAREHOUSE OPERATIONS |
| ATHLETIC TRAINER | PEP SUPERVISOR | SP. ED. LICENSED SPECIALIST-SCHOOL PSYCHOLOGY | TEACHER |
| BAND DIRECTOR | PUBLIC INFO. OFFICER | SP. ED. LICENSED SPEECH PATHOLOGIST | WEBMASTER . |

^{**}NEW HIRED TEACHERS, COUNSELORS, LIBRARIANS, AND RNS, INCLUDING PREVIOUSLY EMPLOYEED SCHOOL DISTRICT EMPLOYEES, WILL BE PAID ACCORDING TO THE PROFESSIONAL HIRING SCHEDULE PAY STEP BASED ON THE YEARS OF EXPERIENCE. HIRED OR REHIRED EMPLOYEES WITH OVER 20 YEARS OF EXPERIENCE WILL BE PLACED AT PAY STEP 20.

^{***} OTHER PROFESSINAL POSITIONS, INCLUDING PREVIOUSLY EMPLOYED DISTRICT EMPLOYEES, WILL BE PAID BASED ON THE MINIMUM OF TH EPROFESSIONAL HIRING SCHEDULE PAY STEP OR AS APPROVED BY THE SUPERINTENDENT.

^{****}ADDITIONAL PAY ADDED TO HIRING AMOUNT FOR SPECIFIC PROFESSIONAL SUPPORT POSITIONS AND IS PRORATED BASED ON 187 WORKING DAYS.

| | TRAVEL STIPEND EQUITY ADJUSTMENTS 2023-2024 | | | | | | | | | | | | | |
|---|---|------------|----|--------|-------------------------|--------------|----------------|--------------------------|-----------------------------|---------------------|--|---|--|------------------------------|
| | Last Name | First Name | ID | Campus | Title | Pay Grade | No. of days | 2022-2023 Base Salary | 2022-2023 Additional Pay | 2022-2023 Travel | 2023-2024 Proposed Salary Increase | 2023-2024 Proposed Additional Pay | 2023-2024 Travel Stipend Increase* | 2023-2024 Proposed Salary |
| 1 | SERNA | NORMA | | | FEDERAL PROGRAM DIR. | 17 | 226 | \$ 127,279.00 | s - | s . | s - | | \$ 3,000.00 | \$ 127,279.00 |

^{*}Travel Stipend Increase not included in Salary.

Travel: \$ 3,000.00

2023-2024 Total Salary & Travel: \$ 130,279.00

2022-2023 Total Salary: \$ 127,279.00

Difference: \$ 3,000.00

| | TRAVEL STIPEND EQUITY ADJUSTMENTS 2023-2024 | | | | | | | | | | | | | |
|---|---|----------|--|--|----------------------------------|-----|-----|--------------|-------------|----|----------|-----|-------------|--------------|
| | Last Name First Name ID Campus Title Pay No. of Grade days Base Salary Additional Pay Stheed Increase Additional Pay Increase Additional Pay Increase Additional Pay Increase Proposed Salary | | | | | | | | | | | | | |
| 2 | BYRNE | DANIELLA | | | PUBLIC INFORMATION OFFICER | 007 | 226 | \$ 69,057.34 | \$ 6,646.66 | \$ | \$ 61.02 | s - | \$ 3,000.00 | \$ 75,765.02 |

^{*}Travel Stipend Increase not included in Salary.

Travel: \$ 3,000.00

2023-2024 Total Salary & Travel: \$ 78,765.02

2022-2023 Total Salary: \$ 75,704.00

Difference: \$ 3.061.02

| | | | | | | | | | | | | | Difference: | 3,00 | 01.02 |
|---|--------------------|------------|----|--------|---------------------------------|--------------|----------------|--------------------------|-----------------------------|---------------------------------|--|---|--|-----------------------|-------|
| | EQUITY ADJUSTMENTS | | | | | | | | | | | | | | |
| | 2023-2024 | | | | | | | | | | | | | | |
| | Last Name | First Name | 10 | Campus | Title | Pay Grade | No. of days | 2022-2023 Base Salary | 2022-2023 Additional Pay | 2022-2023 Travel Stipend* | 2023-2024 Proposed Step Increase | 2023-2024 Proposed Additional Pay** | 2023-2024 Travel Stipend Increase* | 2023-20 Proposed : | |
| 3 | FERNANDEZ | ANA SOFIA | Ę | . 1 | ASST. BUSINESS & FIN. ADMIN. | 007 | 226 | \$ 66,718.00 | \$ | \$3,000.00 | \$ 61.02 | \$ 6,648.66 | s . | \$ 73,4 | 25.68 |

^{*}Travel Stipend Increase not included in Salary. **Proposed Additional Pay is \$5,500 based on 187 days.

Additional Pay: \$ 6,646.66

2023-2024 Total Salary & Travel: \$ 76,425.68

2023 Total Salary & Travel: \$ 69,718.00

Difference: \$ 6,707.68

Sambel Mijares, Superintendent

HUMAN RESOURCES EMPLOYEE STATUS FORM HR-230 THIS FORM MUST BE PREPARED BY THE HUMAN RESOURCES DEPARTMENT

| {A} Employee Status: New Current Fu | ll-Time Part-Time Sub TRS Retiree Yes No |
|---|--|
| Other: Fr | inge Benefits: Yes No Hrs per Week: |
| Name: Fernandez Ana | |
| | Campus/Dept: 726-BUSINESS & FINANCE |
| Degree: BA/BS MA/MS Pay Grade: 7 | Work Days: 226 Years of Exp: |
| Job Title: Asst. Business Admin. Di | rector Job Code: ABAD |
| Effective Date of Change: | Board/Supt. Agenda Date: 11/14/23 |
| Account Code(s): see attachment | |
| | |
| {B} Salary or Rate (Salary Calculation Form Attached) | : |
| Pay Grade Minimum | Per Supplemental/Salary Schedule |
| Hourly Rate | Other |
| {C} Employee Status Change (HR Employee Letter A | Attached as applicable): |
| FMLA WC Extended Leave | New Job Title |
| Pay Grade Reclassification | New Job Code |
| Promotion | New Pay Grade |
| Resignation/Termination | Reassignment |
| Retirement | (Tr. (1975) |
| Supplemental Add Delete | Other |
| Additional Info: 2023-2024 equity adjustments | DEC 1 8 2023 |
| Additional Info: 2020 2021 Equity designation | ACIOEL VEAR |
| | \$77 23-6 0924 |
| Account Code(s): | |
| 1.) PM M. Ja 11/14/23 HUMAN RESOURCES OFFICER DATE | 2.3 My Utto Colla, 1//4/ EXECUTIVE DIRECTOR FOR HR DATE |
| 3.) (- /) -) DEPUTY SUPT. FOR BUY, & FIN. DATE | 3 4.) |

DEPARTMENT OF HUMAN RESOURCES

SALARY CALCULATION FORM (EMPLOYEE FILE)

| NAME: Ana Sofia Fernandez | ID#: | | | | |
|--|--|--|--|--|--|
| PREVIOUS EMPLOYEE: (AS APPLICABLE) | ID#: | | | | |
| | ASSIGNMENT | | | | |
| VACANCY: NEW POSITION POSITION: Asst. Business Admin. Director LOCATION: Finance Dept. PAY GRADE: 07 BASE PAY: \$66,779.02 ADDITIONAL PAY: \$6,646.66 STIPEND(S): \$ | PREVIOUS POSITION: Asst. Business Admin. Director LOCATION: Finance Dept. PAY GRADE: 07 BASE PAY: \$66,718.00 ADDITIONAL PAY: \$ STIPEND(S): \$ | | | | |
| TOTAL PAY: \$73,425.68 HRS: | TOTAL PAY: \$66,718.00 HRS: | | | | |
| DAILY/HRLY RATE: \$324.89. DAYS: 226 TRAVEL: \$3000.00 | DAILY/HRLY RATE: \$295.21 DAYS: 226 TRAVEL: \$3000.00 | | | | |
| ACCOUNT CODE: 199-41-6139-00-726-499-000 199-41-6119-00-726-499-000 | ACCOUNT CODE: 199-41-6139-00-726-499-000 199-41-6119-00-726-499-000 RECEIVED | | | | |
| II. | PAYROLL DEPT CERTIFICATION | | | | |
| CURRENTLY CERTIFIED: YES: \(\square\) NO | | | | | |
| CERTIFICATION AREA(S): | SCHOOL YEAR | | | | |
| STANDARD: ALTERNATIVE: NON-RENEWABLE PERMIT: | | | | | |
| | | | | | |
| EMERGENCY PERMIT: | OTHER: | | | | |
| EMERGENCY PERMIT: | OTHER: <u>EXPERIENCE</u> | | | | |
| | | | | | |
| EPISD (PARA-PROF) EXPERIENCE: year(s) | EXPERIENCE | | | | |
| EPISD (PARA-PROF) EXPERIENCE: year(s) | EXPERIENCE EPISD (PROF) EXPERIENCE: year(s) OTAL EXPERIENCE: year(s) | | | | |
| EPISD (PARA-PROF) EXPERIENCE: year(s) OTHER EXPERIENCE: year(s) | EXPERIENCE EPISD (PROF) EXPERIENCE: year(s) DTAL EXPERIENCE: year(s) E: N/A year(s) | | | | |
| III. EPISD (PARA-PROF) EXPERIENCE: year(s) OTHER EXPERIENCE: year(s) PROFESSIONAL HIRING PAY STEP EXPERIENCE VERIFIED: July 2. 11/6/2 | EXPERIENCE EPISD (PROF) EXPERIENCE: year(s) OTAL EXPERIENCE: year(s) E: N/A year(s) | | | | |
| EPISD (PARA-PROF) EXPERIENCE: year(s) OTHER EXPERIENCE: year(s) PROFESSIONAL HIRING PAY STEP EXPERIENCE VERIFIED: /// 6/2 Human Resources Officer APPROVED: Executive Director for HR This form is required when there is a change in Base Pay, Additional | EXPERIENCE: year(s) DTAL EXPERIENCE: year(s) E: N/A year(s) Payroll Director All Pay, Stipend(s) included with annual salary, and Travel as approved on able. This form is not required for employee pay increases recommended | | | | |
| EPISD (PARA-PROF) EXPERIENCE: year(s) OTHER EXPERIENCE: year(s) PROFESSIONAL HIRING PAY STEP EXPERIENCE VERIFIED: Human Resources Officer APPROVED: Executive Director for HR This form is required when there is a change in Base Pay, Additions a Superintendent's Agenda or at a School Board Meeting as applicably the Superintendent and approved by the School Board as part of | EXPERIENCE: year(s) DTAL EXPERIENCE: year(s) E: N/A year(s) Payroll Director All Pay, Stipend(s) included with annual salary, and Travel as approved on able. This form is not required for employee pay increases recommended | | | | |

Eagle Pass Independent School District Personnel Handbook Receipt Form 2023-2024

RECEIVED

AUG 17 2023

| Location (Campus) Number: | HUMAN RESOURCES FABIOLA BANUELOS |
|--|---|
| Employee's Legal Name (Print): Ana Sofia | Fernandez |
| Employee Number: Position: | ASSI. Business, Admin. Director |
| I hereby understand that the Employee Handbook is available I agree to read the handbook. I understand that I am responsi policies and procedures outlined in it. | |
| This handbook contains information on "Employment Policies, "Sexual Harassment," as well as the sections pertaining to "Per and "Standard of Conduct". The information in this handbook understand that changes in district policies may supersede, moinformation summarized in this document. As the district provipolicy information, I accept responsibility for reading and abid | rsonnel-Management Relations" is subject to change. I odify, or render obsolete the vides updated policy updated |
| I understand that all employees shall be held accountable upon and procedures outlined in this personnel handbook. | n violating any of the policies |
| As such, I also understand that any employee who violates the outlined in this personnel handbook will be subject to disciplin Eagle Pass Independent School District's Board Policies, and make the employeement officials and/or face legal action. | ary action as stated in the |
| Employee's Signature | 8/17/23 Date |

| {A} | DATE PREI | PARED <u>04/14/2</u> | 22 | - | EFFECTIVE DATE <u>04/07/22</u> | - |
|-----------|-------------|------------------------------|--------------|-------------|--|------|
| • | NAME | Fernandez LAST | Ana FIRST | | Sofia M. | |
| | SOC.SEC.N | 0 | | I.D. | . NO | |
| | CAMPUS/L | OCATION Foo | d Service | | PAY GRADE _07 | |
| | JOB TITLE | Asst. FS Dir. I | 3&E | | JOB CODE DB&E | • |
| | DEGREE | | YEARS OF E | EXPE | ERIENCE | |
| | WORK DAY | YS <u>226</u> | BOARD/S | UPT | T AGENDA DATE <u>04/07/22</u> | |
| | OTHER | | | | | |
| {B} | ADD TO PA | YROLL: | | | | |
| | ☐ NEW E | MPLOYEE TIME | TEMPO | | RY SEE ATTACHED | |
| {C} | SALARY O | R RATE: | | | | |
| | | RADE MINIMU AL SALARY | | | PER SALARY SCHEDULE DAILY RATE | |
| | ☐ HOURI | LY RATE | | | OTHER | |
| {D} | PROMOTIO | N, TRANSFER | OR TERMINA | ATIO | ON: | |
| | PROMO | OTION RADE RECLAS | SIEIC ATION | | NEW JOB CODE ARAD | ctor |
| | RESIGN | NATION | SIFICATION | | NEW JOB CODE <u>ABAD</u> NEW PAY GRADE | |
| | | OF ABSENCE FER <u>DSC</u> | | H | TERMINATION OTHER | |
| \bigcap | . O. Arm | D. sm. 4 | 119/22 | | | |
| FXEC | UTIVE DIREC | TOR FOR H. R. | DATE | DEF | EPUTY SUPT. FOR BUS. & FIN. DATE | |
| SUPEI | RINTENDENT | | DATE | | | |



Eagle Pass Independent School District

April 6, 2022 Ana Sofia Fernandez, Assistant Business Administration Director

Dear Ms. Fernandez,

This letter is to inform you that effective April 7, 2022 you will be reassigned to the District Service Center in the best interest of the District. Your Title will change from Assistant Food Service Director for Business & Events to Assistant Business Administration Director, Your salary and Pay Grade will remain the same. Your funding account will change from (199-41-6119-00-729-299-816) to (199-41-6119-00-726-299-000). Please contact your immediate supervisor Mr. Ismael Mijares for further details.

Please feel free to contact me at (830)773-5181 should further information be needed, and I want to personally thank you for the level of professionalism and continued support of this district and its children.

Sincerely,

Samuel Mijares

Superintendent of Schools

XC: Ismael Mijares, Deputy Supt. For Business & Finance Rolando Salinas, Deputy Supt. For District Operations Mario Garcia-Food Service Director Employee File

587 Madison Street • Eagle Pass, Texas 78852

Tel (830) 773-5181

WWW.EAGLEPASSISD.NET

EAGLE PA 3 INDEPENDENT SCL. OL DISTRICT

HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230

THIS FORM MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT [SUBMIT ONE (1) FORM PER EMPLOYEE]

| EMPLOYEE NAME: Fernandez, Ana Sofia | EMPLOYEE ID#: |
|--|--|
| CAMPUS/DEPT.: Food Service | ORG. CODE: 816-A |
| POSITION: Asst. Food Service Director for B | &E PAY GRADE/DAYS 7 / 226 |
| | 40 |
| PLEASE CHECK THE FOLLOWING AS APPLICA X EMPLOYEE TO ANGEED DE A SCIGNMENT | |
| EMPLOYEE TRANSFER/REASSIGNMENT | NEW HIRE |
| EMPLOYEE HIRED IN EXISTING VACANCY | NON-ELIGIBLE FOR FRINGE BENEFITS |
| ELIGIBLE FOR FRINGE BENEFITS | RETIREMENT |
| EXTRA DUTY/STIPEND CHANGE | RESIGNATION APR 1 3 2022 |
| FMLA | TERMINATION SCHOOL YEAR |
| FUNDING CHANGE (COMPLETE SECTION BELOW) | |
| OTHER: | |
| OTHER/REASON FOR CHANGE: | SOUNT MUMBER(S) |
| CURRENT: MUST ENTER ACC | EW: |
| Acct# 199-41-6119.00-729-299-816 100 % A | |
| Acet#% A | Acct# |
| | Acct# |
| PRINCIPAL/DIRECTOR DATE | 43 W Outub Colly 4-12 EXECUTIVE DIR. OF HUMAN RESOURCES DATE |
| 2.) PROGRAM DIRECTOR DATE | 5.) 4-17-YY DEPUTY SUPT. FOR BUSINESS & FINANCE DATE |
| 3.) Mal 9-11-22 | 6.) |
| DEPUTY SUPERINTENDENT DATE FOR HUMAN RESOURCES/PAYROLL USE OF | SUPERINTENDENT DATE ONLY-MUST BE COMPLETELY FILLED OUT |
| Employees must Initial/Date; same employee may <u>not</u> p | Transfer Market |
| Processed by: Human Resources: Slate 22 | Payroll: 4.75. |
| Verified by: Human Resources: Sle 22 | Pay Period: 5/13/22 |
| Original to Human Resources: | Copy to Payroll: 5.12.12 UF |
| 7-230 | Rev. 11 |



Eagle Pass Independent School District

April 6, 2022 Ana Sofia Fernandez, Assistant Business Administration Director

Dear Ms. Fernandez,

This letter is to inform you that effective April 7, 2022 you will be reassigned to the District Service Center in the best interest of the District. Your Title will change from Assistant Food Service Director for Business & Events to Assistant Business Administration Director. Your salary and Pay Grade will remain the same. Your funding account will change from (199-41-6119-00-729-299-816) to (199-41-6119-00-726-299-000). Please contact your immediate supervisor Mr. Ismael Mijares for further details.

Please feel free to contact me at (830)773-5181 should further information be needed; and I want to personally thank you for the level of professionalism and continued support of this district and PATTAL its children.

APR 13 7022

Sincerely,

Samuel Mijares

Superintendent of Schools

Received:

XC: Ismael Mijares, Deputy Supt. For Business & Finance Rolando Salinas, Deputy Supt. For District Operations Mario Garcia-Food Service Director Employee File

587 Madison Street • Eagle Pass, Texas 78852

Tel (830) 773-5181

WWW.FAGLEPASSISD.NET

EAGLE PA JINDEPENDENT SCH OL DISTRICT

HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230

THIS FORM MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT [SUBMIT ONE (1) FORM PER EMPLOYEE]

| EMPLOYEE NAME: | Fernandez, Ana | Sofia | EMPLOYEE ID#:_ | , and *** |
|--------------------------------|----------------------------|----------------|--|---|
| CAMPUS/DEPT.: | Business & Fina | nce | ORG. CODE: | 726 |
| POSITION: Asst. E | Business Administration [| Director | PAY GRADE/DAYS | 7 ,226 |
| X FULL TIME | PART-TIME | PAKI-11W | RS PER WEEK: ME EMPLOYEES MAY NOT WORK MORE THAN E EXCEPTION OF FOOD SERVICE AND TRANSP | BIGHTEEN (10) HOURS FER WEEK |
| PLEASE CHECK TH | E FOLLOWING AS A | | | APR 1 ? 2022 |
| X EMPLOYEE TE | RANSFER/REASSIGNM | ENT | NEW HIRE | Human Resources Imelda Urbina |
| EMPLOYEE HI | RED IN EXISTING VAC | CANCY | NON-ELIGIBLE FOR | |
| ELIGIBLE FOI | R FRINGE BENEFITS | | RETIREMENT | |
| EXTRA DUTY | /STIPEND CHANGE | | RESIGNATION | Deputy Superintendent i Curriculum & Instruction |
| FMLA | | | TERMINATION | APR 12 2022 |
| | ANGE (COMPLETE SECTION B | ELOW | | Received |
| | | | | |
| OTHER/REASON FO | | | | |
| CURDENT. | MUST ENTE | | COUNT NUMBER(S) | |
| CURRENT: Acct# 199-41-6119- | 00-729-299-816 | | EW: _{Acct#} 199-41-6119-00-726- | 299-000% |
| Acet# | | % | Acct# | % |
| Acct# | | % | Acct# | % |
| 1.)PRINCIPAL/DIRECTO | | | 4.) NW Otto | Stlly 4/12/ RESOURCES DATE |
| 2.)PROGRAM DIRECTO | R DATE | | 5.) DEPUTY SUPT. FOR BUSINESS | S & FINANCE DATE |
| 2932 DEPUTY SUPERINTE | イーノント NDENT DATE | | 6.) SUPERINTENDENT | DATE |
| | | OLL USE | ONLY-MUST BE COMPLETELY FILL | |
| Employees must Ini | tial/Date; same employee r | nay <u>not</u> | process & verify. If a field does not | |
| , | esources:d | | / () /0 | 110000 |
| Verified by: Human R | esources: <u>ry 5//</u> | 0/22 | | 113/22 |
| Original to Human Reso | urces: | | Pay Period: 5 Copy to Payroll: 5 12 22 (| F |
| E-230 | | | | Rev 11/ |

April 6, 2022 Ana Sofia Fernandez, Assistant Business Administration Director

Dear Ms. Fernandez,

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Please feel free to contact me at (830)773-5181 should further information be needed, and I want to personally thank you for the level of professionalism and continued support of this district and its children.

Sincerely,

Samuel Mijares

Superintendent of Schools

Received:

XC: Ismael Mijares, Deputy Supt. For Business & Finance Rolando Salinas, Deputy Supt. For District Operations Mario Garcia-Food Service Director Employee File

587 Madison Street • Eagle Pass, Texas 78852

Tel (830) 773-5181

WWW.EAGLEPASSISD.NET

| | | | | TATUS CHAÑ(HUMAN RESOUF | |
|--|---|--|--|---|---|
| Dir. | # 18th | [SUBMIT ONE | (1) FORM F | PER EMPLOYEE] | CES DEL ARTM |
| EMPLOYE | E NAME: ANA | SOFIA FER | NANDEZ | EMPLOYEE II |)#: |
| CAMPUS/D | EPT.: FOO | d Service | | ORG. CODE: | 816 |
| POSITION: | ASST. FOO | DD SERVICE | DIRECTO | R FOR BUSINE | SS & EVENTS |
| ✓ FUL | L TIME | | HOURS PE PART-TIME EMPLI WITH THE EXCEP | CR WEEK: OYEES MAY NOT WORK MORE TION OF FOOD SERVICE AND T | THAN EIGHTEEN (18) HOURS |
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| ELIC | GIBLE FOR FRING | E BENEFITS | | RETIREMENT | RECEIV PAYROLL I |
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| | I II. | C; AS APPLICABLE) | ENI | | ANK; AS APPLICABLE) |
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| CURRENT: Acct#_199-4 Acct#_ 1.) PRINCIPAL 2.) PROGRAM 3.) | (MAY BE BLANK LASON FOR CHA 1-6119-00-816- L/DIRECTOR I DIRECTOR UPERINTENDENT | MUST ENTER 199000 100 DATE DATE DATE | ************************************** | (MAY BE BLANT NUMBER(S) 199-41-6119-00-7 EQUITIVE DIR. OF HUNDERLY SUPT. FOR BUSINEERINTENDENT | 29-199816 WHILL MAN RESOURCES I THE SS & FINANCE I |
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EAGLE PA INDEPENDENT SCH OLDISTRICT
HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230
THIS FORM MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT

| | ORM PER EMPLOYEE] | |
|--|---|--|
| EMPLOYEE NAME: Ana Sofia Fernande | EMPLOYEE I | D#: |
| ÇÂMPUS/DEPT.: DSC | ORG. CODE: | 801 |
| POSITION: Grant Manager | | |
| PART-TI | RS PER WEEK: ME EMPLOYEES MAY NOT WORK MORE BE EXCEPTION OF FOOD SERVICE AND | RECEIVED BETHAN EIGHTEEN (18) HOURS PER WE TRANSPORTATION EMPLOYEES. |
| PLEASE CHECK THE FOLLOWING AS APPLIC | CABLE: | JUN Z 9 ZUZU |
| X EMPLOYEE TRANSFER/REASSIGNMENT | NEW HIRE | Human Resources Patricia Garcia |
| EMPLOYEE HIRED IN EXISTING VACANCY | NON-ELIGIBLE | E FOR FRINGE BENEFITS |
| ELIGIBLE FOR FRINGE BENEFITS | RETIREMENT | CHODICHILIA |
| EXTRA DUTY/STIPEND CHANGE | RESIGNATION | CURRICULUM |
| FMLA | TERMINATION | JUN 2 4 2020 |
| FUNDING CHANGE (COMPLETE SECTION BELOW) | WORKER'S CO | MP. LEARECEIVED |
| | | |
| OTHER: | (MAY BE B | /30/2020 LANK; AS APPLICABLE) |
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| START DATE: (MAY BE BLANK; AS APPLICABLE) OTHER/REASON FOR CHANGE: MUST ENTER AC CURRENT: 290, 11, 6110, 00, 901, 0, 11044, 100 | (MAY BE B PA COUNT NUMBER(S) (EW: | RECEIVED YROLL DEPT |
| START DATE: (MAY BE BLANK; AS APPLICABLE) OTHER/REASON FOR CHANGE: MUST ENTER AC CURRENT: Acct# 289-11-6119-00-801-0-11044 100 % | COUNT NUMBER(S) NEW: | RECEIVED YROLL DEP |
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| START DATE: (MAY BE BLANK; AS APPLICABLE) OTHER/REASON FOR CHANGE: MUST ENTER AC CURRENT: Acct# 289-11-6119-00-801-0-11044 100 % Acct# % Acct# % 1.) Rece & & & & & & & & & & & & & & & & & & | COUNT NUMBER(S) (EW: Acct# Acct# EXECUTIVE DIR. OF HU 5.) | HECEIVED YROLL DEPT ON THE PROPERTY OF THE PR |
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| START DATE: (MAY BE BLANK; AS APPLICABLE) OTHER/REASON FOR CHANGE: MUST ENTER AC CURRENT: Acct# 289-11-6119-00-801-0-11044 100 % Acct# % Acct# % Acct# % Acct# % 1.) Color Of Change: PRINCIPAL/DIRECTOR DATE 20 | COUNT NUMBER(S) NEW: Acct# Acct# 4.) DEPUTY SUPT. FOR BU 6.) SUPERINTENDENT CONLY-MUST BE COMPLETED process & verify. If a field do | PECEIVED YROLL DEFT OUL 0 9 7020 CHOOL YEAR 2020-2021 MAN RESOURCES DATE MESS & FINANCE DATE DATE Y FILLED OUT |
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|---------|----------|---|--------------------|------------|----------------------------|---------|
| | NAME_ | Fernandez LAST | FIRS | Ana Γ | Sofia M. | |
| | SOC.SEC | C.NO | | I.D. NO. | <u> Lamad</u> | |
| | CAMPU | S/LOCATION _D | SC | PAY GRAI | DE _7 | |
| | JOB TIT | LE <u>Grant Mana</u> | ger | | | |
| | DEGREE | E | YEARS OF I | EXPERIENC | E | |
| | WORK I | DAYS | BOARD/S | SUPT AGENI | DA DATE <u>06/18/2020</u> | |
| | OTHER | | | | | |
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| {C} | SALARY | OR RATE: | | | | |
| | ANN | GRADE MINIM NUAL SALARY _ JRLY RATE | , | DAILY | ALARY SCHEDULE Y RATE R | |
| {D} | PROMO' | TION, TRANSFE | R OR TERMIN | ATION: | | DB4 E |
| Danie | | MOTION | | ⊠ NEW J | OB TITLE Asst. FS Direc | tor for |
| Busin | ☐ RES | ILS Y GRADE RECLA IGNATION LVE OF ABSENC LNSFER Food Se | E | TERM | PAY GRADE INATION R | |
| EXEC | W Q | tus Callu rector for h. r | , 4/27/202 DATE | DEPUTY SU | JPT. FOR BUS. & FIN. | DATE |
| SUPE | RINTENDE | ENT | DATE | | | |



Eagle Pass Independent School District

June 17, 2020 Ana Sofia Fernandez Asst. Food Service Director for Business & Events

Dear Ms. Fernandez,

This letter is to inform you that effective July 1, 2020 you have been reassigned to the Food Service Department. Your salary and pay grade will remain the same. Please contact your immediate supervisor Mr. Mario Garcia for further details.

Please feel free to contact me at (830)773-5181 should further information be needed, and I want to personally thank you for the level of professionalism and continued support of this district and its children.

Sincerely,

Samuel Mitares

Superintendent of Schools

XC: Rolando Salinas, Deputy Supt. For District Operations Mario Garcia, Food Service Director Rene Martinez, School Imprv., Curr. & Accountability Director Employee File

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Reporting Products Go Log Off

Main Menu Human Resources Menu Employment Maintenance My Menu

6/29/2020 1:29:20 PM

Staff (040-050) Demographic Certificate TRS Save Delete Emply Maint 2 Warnings Education Academic EMPLOYMENT INFORMATION HAS BEEN UPDATED Staff Information Signed Agree Docs Demo Docs Qualifier: P Cert Docs Contr Docs Edu Docs Srv Rec Locs 37 Search Payroll: 5 SSN: ... Find Campus: 816 O Department: A FOOD SERVICE DEPT. Employee Number: Prefix Last First Middle FERNANDEZ SOFIA ANA Name: FULL TIME EMPLOYEE Personnel Status: Calendar Code: 00 Number Days Employed: 226 Percent Day Employed: 100 Employed Date: 2016 Re-Employed Date: Physical Exam Date: TB Examination Date: 11 2014 Years Experience in District: 04 Total Years Experience: 04 Increase: increase: ø Number Transfer Request: 000 Transfer Reason: Ø Campus Cluster: Campus Level: Years for Pay: 00 EEOC: DB&E ASST FS DIR.B&E Aux Role ID: Aux Role Desc: Job Code: Ø Prof Stat: Termination Date: Termination Reason: 1095C Elec Consent: Resignation Date: Rahire Elig: W2 Elec Consent: Earn Stmot Elec Consent: Ø Leave Abs Dates: Leave Reason: Thru: Ø Contract Term: Contract Class: Contract Year: Ace Flag: Next Year Extract ID: PR1 State Grade: State Step: 05 State Basic Days: 228 Pay Grade: 007 Pay Step: 05

EAGDE LADS BUDGLEMBER, 2.

JOB TITLE: ASSISTANT BUSINESS ADMINISTRATION DIRECTOR

APR 0 3 2025

| NAME: Ana Sofia Fernandez | EMPLOYEE ID NO.: | Human Resources |
|--|-------------------------|--------------------------|
| | | Imelda Urbina |
| SCHOOL DEPARTMENT: Special Events Department | APPRAISAL PERIOD: FROM_ | April 2024 TO April 2025 |

INSTRUCTIONS:

Rate each duty and/or responsibility using the scale below that most closely describes the employee's performance. Supporting comments must be entered for a rating of (UN) Unsatisfactory or (CO) Clearly Outstanding in any block. Evaluator is required to suggest goals for improvement on each area rated (BE) Below Expectations.

RATING SCALE:

CO = Clearly Outstanding(Performance is consistently far superior to what is normally expected) EE = Exceeds Expectations(Performance is consistently above standards) ME = Meets Expectations(Performance is within standard and presents no significant problems) BE = Below Expectations(Performance is below standards and problems exist) UN = Unsatisfactory(Performance is consistently unacceptable)

| | DUTIES AND/OR RESPONSIBILITIES: | CO | EE | ME | BE | UN | HAS IMPROVED | SHOWS LITTLE OR NO IMPROVEMENT |
|----|---|----|----|----|----|----|---|-----------------------------------|
| 1. | Assist the Director with carrying out department operations, including to assist with periodic review of data input. | | х | | | | Completes tasks specified by the Superintendent/ Accounting Director. | |
| 2. | Complies with district policies, including federal, state, and local rules, laws, and regulations. | Х | | | | | Follows district policies and regulations. | |
| 3. | Prepare, reconcile, and submit local, state, and federal reports as applicable. Prepare income balance sheets, statements, consolidated statements, and other statements and reports. | | X | | | | Reconciles documentation for Special Events Dept and Accounting Dept. | |
| 4. | Assist in developing and implementing procedures to ensure timely processing of employee payments, vendor payments, accounts payable invoices, | | х | | | | Completes and submits documentation | |

| | requisitions, purchase orders, supplemental and taxpayer refunds, etc. | | | | | | department. | |
|-----|--|----|----|----|----|----|---|-----------------------------------|
| | DUTIES AND/OR RESPONSIBILITIES: | СО | EE | ME | BE | UN | HAS IMPROVED | SHOWS LITTLE OR NO IMPROVEMENT |
| 5. | Maintain and reconcile financial information in the districts accounting, accounts payable, budget, payroll, and purchasing online database systems. This includes maintains adequate balances in District's bank accounts for daily operations. | | X | | | | Keeps financial files/organized documentation to keep track of financial information. | |
| 6. | Work with administrators, principals, directors, and staff regarding departmental policies and procedures. Assist with resolutions to complaints, concerns, issues, and problems as applicable. Assist with trainings as applicable. | X | | | | | Has an optimistic and positive attitude, builds an ambience of trust with others. | |
| 7. | Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records. | X | | | | | Very good organizational skills. | |
| 8. | Maintain confidentiality of business & finance records to include employee salaries or other confidential information with the exception of an open records request by the Human Resources Department or the Deputy Superintendent for Business & Finance. | x | | | | | Loyal and trustworthy employee. Maintains confidentiality information. | |
| 9. | Maintain effective rapport with general public and handle any problems or concerns in a prompt and courteous manner | X | | | | | Embraces feedback and strives for continuous improvement. | |
| 10. | Performs other duties as assigned. | X | | | | | Capable of handling a variety of assignments. | |

| OTHE | : R: | | ĺ | | | | | | |
|--|--|-----------------------|-------------------------|---|-------------------|-------------------------|----------------|----------------|-------------|
| 11. | Attendance, Punctuality and Dependability - | | X | | | Professional and | | | |
| } | attendance on the job and reporting time. | ļ | | | | reliable with any | | | |
| 1 | | ļ | | | | task assigned. | | | 4 |
| 12. | General Personal Appearance - personal | | X | | | Upholds professional | | | 1 |
| Ì | grooming and attire. | | | 1 1 | | attire and | ļ | | 1 |
| } | | | Ì | 1 | 1 | appearance. | 1 | | 1 |
| 13. | Poise and Self Control - consider approach to | X | | | | Positive attitude, | | | 1 |
| 13. | students, staff, and community. | 1 | ĺ | 1 | | can work with a | | | 1 |
| 1 | statolito, stall, and community. | | | į į | | variety of | | | |
| l | | 1 | ļ | į | | personalities. | | | |
| | | | } | | | Accepts | | | 1 |
| <u> </u> | USION AND COMMENTS: | <u> </u> | | | | criticism. | | | 7 |
| Do you Immedia Note thi Ms. Fer | believe this employee has the ability to assume morately? Yes X No Eventually? Yes semployee's stronger points and areas in which s/h nandez is doing an exceptional job in coordinating tent in executing department tasks. She excels at | re responsesne did ex | nsible No xceptio | assignments' nally good was district ev | ork: ents. She | - | | | |
| page. | • | | | | | | | | |
| | is employee's weaker points, areas in which s/he dint on any poor ratings reported. Be specific, genera | | | | | eas in which there | is the greates | st room for in | nprovement. |
| | | | | | | | | | |

| ` | Length of time under my supervision 3 years. |
|---|---|
| | Signature of Supervisor Date Signature of Employee Date |
| | The appraisal has been explained to me, but my signature does not necessarily constitute agreement. |
| | Employee comments: |
| | |
| | |

EAGLE PASS INDEPENDENT OUT.

| JOB TITLE: ASSIS | TANT BUSINESS ADMINISTRATION DIRECTOR | | |
|-------------------|--|--|----------------------------------|
| NAME: Ana Sofia F | ernandez | EMPLOYEE ID NO.: | |
| SCHOOL DEPARTM | IENT: Special Events Department | APPRAISAL PERIOD: FROM_ | April 2023 TO April 2024 |
| INSTRUCTIONS: | Rate each duty and/or responsibility using the scale belocomments must be entered for a rating of (UN) Unsatist to suggest goals for improvement on each area rated (B) | factory or (CO) Clearly Outstanding i | |
| RATING SCALE: | CO = Clearly Outstanding(Performance is consisted Expectations(Performance is consistently above standar presents no significant problems) BE = Below Experimental Experimenta | ards) ME = Meets Expectations(Perectations(Performance is below standards) | rformance is within standard and |

| | DUTIES AND/OR RESPONSIBILITIES: | СО | EE | ME | BE | UN | HAS IMPROVED | SHOWS LITTLE OR NO IMPROVEMENT |
|----|---|----|----|----|----|----|---|-----------------------------------|
| 1. | Assist the Director with carrying out department operations, including to assist with periodic review of data input. | | X | | | _ | Completes tasks specified by the Superintendent/ Accounting Director. | |
| 2. | Complies with district policies, including federal, state, and local rules, laws, and regulations. | X | | | | | Follows district policies and regulations. | |
| 3. | Prepare, reconcile, and submit local, state, and federal reports as applicable. Prepare income balance sheets, statements, consolidated statements, and other statements and reports. | | х | | | | Reconciles documentation for Special Events Dept and Accounting Dept. | |
| 4. | Assist in developing and implementing procedures to ensure timely processing of employee payments, vendor payments, accounts payable invoices, | | X | | | | Completes and submits documentation | |

| | requisitions, purchase orders, supplemental and taxpayer refunds, etc. | | | | | | to proper department. | |
|-----|--|----|----|----|----|----|---|-----------------------------------|
| | DUTIES AND/OR RESPONSIBILITIES: | СО | EE | ME | BE | UN | HAS IMPROVED | SHOWS LITTLE OR NO IMPROVEMENT |
| 5. | Maintain and reconcile financial information in the districts accounting, accounts payable, budget, payroll, and purchasing online database systems. This includes maintains adequate balances in District's bank accounts for daily operations. | | Х | | | | Keeps financial files/organized documentation to keep track of financial information. | |
| 6. | Work with administrators, principals, directors, and staff regarding departmental policies and procedures. Assist with resolutions to complaints, concerns, issues, and problems as applicable. Assist with trainings as applicable. | х | | | | | Has an optimistic and positive attitude, builds an ambience of trust with others. | |
| 7. | Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records. | Х | | | | | Very Organized. | |
| 8. | Maintain confidentiality of business & finance records to include employee salaries or other confidential information with the exception of an open records request by the Human Resources Department or the Deputy Superintendent for Business & Finance. | х | | | | | Loyal and trustworthy employee. Maintains confidentiality information. | |
| 9. | Maintain effective rapport with general public and handle any problems or concerns in a prompt and courteous manner | Х | | | | | Accepts criticism and works to improve. | |
| 10. | Performs other duties as assigned. | X | | | | | Capable of handling a | |

| | | | | | assignments. | | |
|-----------------------------|---|--|----|------------------|---|-----------------------------|------|
| OTH | FD. | | | | assignation. | | |
| 11. | Attendance, Punctuality and Dependability - attendance on the job and reporting time. | | X | | Professional and reliable with any task assigned. | | |
| 12. | General Personal Appearance - personal grooming and attire. | | X | | Upholds professional attire and appearance. | | |
| 13. | Poise and Self Control - consider approach to students, staff, and community. | X | | | Positive attitude, can work with a variety of personalities. Accepts criticism. | | |
| Immedi Note th Ms. Fo | believe this employee has the ability to assume more iately? Yes X No Eventually? Yes is employee's stronger points and areas in which s/hernandez is doing an exceptional job in coordinating anting Department in executing department tasks. | ne did | No | lly good wor | | cellent job assisting the | |
| Accou | nting Department in executing department tasks. | | | | | | |
| | is employee's weaker points, areas in which s/he did ent on any poor ratings reported. Be specific, genera | | | | areas in which there is th | e greatest room for improve | ment |
| 1 11 11 | | | | | | | |
| | , | | | | | | |

| Length of time under my supervision _ | $\underline{}$ years. | | | |
|--|------------------------|--|---------------|--|
| Signature of Supervisor | 4-3-24 Date | Signature of Employee | 43/24 Date | |
| The appraisal has been explained to me | , but my signature doe | es not necessarily constitute agreement. | 75. Sr | |
| Employee comments: | | | | |
| | | | | |
| | | | | |

APR 11 2023

Hisman Resources

JOB TITLE: ASSISTANT BUSINESS ADMINISTRATION DIRECTOR

| NAME: Ana Sofia | <u>Fernandez</u> | EMPLOYEE ID NO.: | lmelda Urbina |
|-----------------|--|-------------------------------------|------------------------------------|
| SCHOOL DEPART | MENT: Special Events Dept | APPRAISAL PERIOD: FROM_ | April 2022 TO April 2023 |
| INSTRUCTIONS: | Rate each duty and/or responsibility using the Supporting comments must be entered for a rate Evaluator is required to suggest goals for improve | ating of (UN) Unsatisfactory or (CO |) Clearly Outstanding in any block |

RATING SCALE:

CO = Clearly Outstanding(Performance is consistently far superior to what is normally expected) EE = Exceeds Expectations(Performance is consistently above standards) ME = Meets Expectations(Performance is within standard and presents no significant problems) BE = Below Expectations(Performance is below standards and problems exist) UN = Unsatisfactory(Performance is consistently unacceptable)

| | DUTIES AND/OR RESPONSIBILITIES: | СО | EE | ME | BE | UN | HAS IMPROVED | SHOWS LITTLE OR NO IMPROVEMENT |
|----|---|----|----|----|----|----|---|-----------------------------------|
| 1. | Assist the Director with carrying out department operations, including to assist with periodic review of data input. | | Х | | | | Completes tasks specified by the Accounting Director. | |
| 2. | Complies with district policies, including federal, state, and local rules, laws, and regulations. | х | | | | | Follows district policies and regulations. | |
| 3. | Prepare, reconcile, and submit local, state, and federal reports as applicable. Prepare income balance sheets, statements, consolidated statements, and other statements and reports. | | х | | | | Reconciles documentation for Special Events Dept and Accounting Dept. | |
| 4. | Assist in developing and implementing procedures to ensure timely processing of employee payments, vendor payments, accounts payable invoices, requisitions, purchase orders, supplemental and taxpayer refunds, etc. | | Х | | | | Completes and submits documentation to proper department. | |

| | | CO | EE | ME | BE | UN | DAN | NAC - |
|-----|--|----|----|----|----|----|---|----------------|
| 1 | DUTIES AND/OR RESPONSIBILITIES: | | | | | | IMPROVED | NO IMPROVEMENT |
| 5. | Maintain and reconcile financial information in the districts accounting, accounts payable, budget, payroll, and purchasing online database systems. This includes maintains adequate balances in District's bank accounts for daily operations. | | Х | | | | Keeps financial files/organized documentation to keep track of financial information. | |
| 6. | Work with administrators, principals, directors, and staff regarding departmental policies and procedures. Assist with resolutions to complaints, concerns, issues, and problems as applicable. Assist with trainings as applicable. | х | | | | | Has a positive attitude, builds an ambience of trust with others. | |
| 7. | Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records. | х | | | | | Very Organized. | |
| 8. | Maintain confidentiality of business & finance records to include employee salaries or other confidential information with the exception of an open records request by the Human Resources Department or the Deputy Superintendent for Business & Finance. | х | | | | | Loyal and trustworthy employee. Maintains confidentiality information. | |
| 9. | Maintain effective rapport with general public and handle any problems or concerns in a prompt and courteous manner | Х | | | | | Accepts criticism and works to improve. | |
| | Performs other duties as assigned. | X | | | | , | Capable of handling a variety of assignments. | |
| | THER: | | | | | | | |
| 11. | attendance on the job and reporting time. | | X | | | | Professional and reliable with any task assigned. | |
| 12. | General Personal Appearance - personal grooming and attire. | | X | | | | Upholds professional attire and appearance. | |

| 13. Poise and Self Control - consider approach to | X | | | | 1 | FUSITIVO monthe. | |
|--|---------|---------------------------------------|-----------|----------|--------------|---------------------------|--------------------------------|
| students, staff, and community. | | | | | | can work with a | |
| | | | | | | variety of personalities. | |
| j | ļ | | | | ļ | Accepts | 1 |
| | | | | | | criticism. | |
| CONCLUSION AND COMMENTS: | | | | | | | |
| Do you recommend this employee to remain in this assignment | nent? Y | es <u>X</u> | | No_ | | • | |
| Do you believe this employee has the ability to assume mor Immediately? Yes X No Eventually? Yes | | | | ents? | | | |
| minediately: 105 12 10Eventually: 105 | | 110_ | | | | | |
| Note this employee's stronger points and areas in which s/h | | - | | | | | 1 11 1 1 1 1 1 1 1 1 |
| Ms. Fernandez is doing an exceptional job in coordinating | and or | ganizin | g distric | t even | s. She | is also doing a rema | arkable job in assisting the |
| Accounting Department in executing department tasks. | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Note this employee's weaker points, areas in which s/he did | _ | - | - | | l areas i | in which there is the | e greatest room for improvemen |
| Comment on any poor ratings reported. Be specific, general | ıl comn | nents ar | e of no | value. | | | |
| | | | | | | | |
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| | | | | | | | |
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| | | | | | | | |
| Length of time under my supervision1 years. | | | | Λο | | | |
| | 1 | | | 11/2 | / | 11-1-0 | |
| 4-5-13 | | | ax | 40 | / | 415/25 | |
| Signature of Supervisor Date | S | Signatur | e of Em | ployee | 9 | Date | |
| The appraisal has been explained to me, but my signature de | oes not | necess | arily co | nstitute | agreen | nent. | • |
| Employee comments: | | | | | | | |
| | | | | | | | |
| | | · · · · · · · · · · · · · · · · · · · | | | | | |
| | | | | | | | |

PERFORMANCE APPRAISAL - SUMMATIVE EVALUATION REPORT

| Name | e | Ana So | fia Fern | anadez | | Employee ID No. | | | | | | |
|--|--|-----------------------------------|------------------------------|--|--------------------------|--------------------------|---------------------------------------|---|--|--|--|--|
| Posit | ion | Assista | nt Food | Service Director | | Campus | | Food Service (199) | | | | |
| Evalu | iator | Mario 1 | E. Garci | <u>a</u> | | Date of R | eview | 02/15/2022 | | | | |
| Appr | aisal Peri | od F | From: | June 2021 | | To: | June 20 | 22 | | | | |
| | | . II | | D | irections | | | | | | | |
| cumu Rate rating | ılative pe each crite | rformano erion usi an a thr | ce informing the sece (3), I | nation, the evaluate cale below that mos | or estimat st closely | es the effe describes | ectiveness the attainr | chieves success. Based on in meeting each criterion. ment of that criterion. Any citten comments specifying | | | | |
| | | | | Rat | ting Scale | | · · · · · · · · · · · · · · · · · · · | | | | | |
| 5 | Clearly | Outstand | ding: | Performance is co | onsistently | y far super | ior to wha | at is normally expected. | | | | |
| 4 Exceeds Expectations: Performance demonstrates increased proficiency and is consistently above expectations. | | | | | | | iency and is consistently | | | | | |
| 3 | Meets E | xpectati | ons: | Performance mee | ets expecta | ations and | presents 1 | no significant problems. | | | | |
| 2 | Below F | Expectati | ions: | Performance is c exist. | onsistentl | y below ex | epectation | as and significant problems | | | | |
| 1 | Unsatis | factory: | | Performance is c | onsistentl | y unaccept | able. | | | | | |
| | | | DO | OMAINI FOOD | SERVIC | E OPERA | TIONS | | | | | |
| 3 | | 1. | Assist | in directing and ma | naging di | strict's chi | ld nutritio | on programs. | | | | |
| 3 | | 2. | - | - | | olished nut | ritional re | equirements for students. | | | | |
| | | | | ng program require | | | | | | | | |
| 4 | 3. Work cooperatively with campus principals to create lunch schedules and resolve personnel issues. | | | | | | | | | | | |
| | | 4. | | | | | | g free and reduced lunch riculture and Texas Education | | | | |

| 4 | 12. | Compile, maintain, and file all reports, records, and other documents required. |
|--------------|-----|--|
| _3 | 13. | Ensure that employee time records are accurately maintained and data necessary to process food service payroll is delivered in a timely manner. |
| Domain Total | | 10 |
| | | DOMAIN IV PERSONNEL MANAGEMENT |
| . 3 | 14. | Assist in electing, training, supervising, and evaluating staff and make recommendations relative to assignment, retention, discipline, and dismissal. |
| 3 | 15. | Help prepare, review, and revise job descriptions for food service department positions. |
| 3 | 16. | Assist in developing training options and improvement plans to ensure exemplary operation in the food service area. |
| Domain Total | | 9 |
| | | DOMAIN V SAFETY |
| 3 | 17. | Ensure that measures are in place and operating to protect food, supplies, and equipment in school cafeterias, lunchrooms, and warehouses |
| 3 | 18. | Maintain safety standards that confirm with federal, state, and insurance regulations and develop a program of preventive safety |
| 3 | 19. | Organize and conduct training programs to promote safe food handling and a safe work environment. |
| Domain Total | | 9 |

, ***

STEP ONE:

Count number of criterion per domain and place in column number two (2)

STEP TWO:

Add total points per domain and place in column number three (3).

STEP THREE:

Divide total points by number of criterion and place in column number four (4)

STEP FOUR:

Add all averages on column number four (4) and divide by number of domains.

Place average in overall rating.

| 2 6. | | | | | | | | | |
|--------------------------------------|----------------|--------------|---------|--|--|--|--|--|--|
| Domain | # of Criterion | Total Points | Average | | | | | | |
| I FOOD SERVICE OPERATIONS | 5 | 17 | 3.4 | | | | | | |
| II BUDGET & INVENTORY | 5 | 16 | 3.2 | | | | | | |
| III POLICY, REPORTS & LAW | 3 | 10 | 3,33 | | | | | | |
| IV PERSONNEL MANAGEMENT | 3 | 9 | 3 | | | | | | |
| V SAFETY | 3 | 9 | 3 | | | | | | |
| VI PROFESSIONAL GROWTH & DEVELOPMENT | 2 | 7 | 3.5 | | | | | | |

OVERALL SUMMATIVE TOTAL OVERALL SUMMATIVE RATING OVERALL RATING

| 68 | |
|-------|--|
| 19.43 | |
| 3.24 | |

| 5 | CO | = Clearly Outstanding |
|--------|------------------------|------------------------|
| 4-4.99 | $\mathbf{E}\mathbf{E}$ | = Exceeds Expectations |
| 3-3.99 | ME | = Meets Expectations |
| 2-2.99 | BE | = Below Expectations |
| 1-1.99 | US | = Unsatisfactory |

If the employee disagrees with the evaluation results, a written response may be attached to this form.

^{*}Employees signature indicates only that the report has been seen and discussed. It does not indicate agreement or disagreement with the content.

SUL ROSS STATE UNIVERSITY www.sulross.edu

SUBJ NO.

Summer I 2019

Good Standing

Summer 2 2019

ECON 5302

GBUS 5302

ID: A00452631

Date of Birth:

Date Issued: 27-JUL-2020 OFUG Official - Undergraduate - ALP

CRED GRD

Record of: Anasofia Fernandez Current Name: Anasofia Fernandez Issued To: ANASOFIA FERNANDEZ

1361 EMILIO CIR

EAGLE PASS, TX 78852-3852

Course Level: Graduate

Current Program Mast of Business Admin

Program : MBA Business Admin - RGC

College : Rio Grande College Campus : Rio Grande College

Major : Business Administration

Degree Awarded Mast of Business Admin 09-MAY-2020

Primary Degree

Program : MBA Business Admin - RGC College : Rio Grande College

Campus : Rio Grande College Major : Business Administration

Managerial Economics

6.000 QPts: 6.000 GPA:

6.000 OPts:

6.000 GPA:

Bus Res & Reprtng

Sem: Financial Mgmt

Seminar In Marketing

SUBJ NO.

INSTITUTION CREDIT:

GPA-Hrs:

Ehrs: GPA-Hrs:

Good Standing

Good Standing

Spring 2019

FINA 5306

MKTG 5305

Fall 2018 ECON 5303

GBUS 5301

COURSE TITLE

CRED GRD

GPA-Hrs: Good Standing

GPA-Hrs:

Fall 2019 ACCT 5307

Accounting for Management

Institution Information continued:

MGMT 5303 Management Policy

MGMT 5304 Seminar In Management Quant Anal & Dec Theo For Bus

OMTS 5309

12.000 OPts: 12.000 GPA:

GPA-Hrs: Good Standing

) Spring 2020 ACCT 5310

Taxation Business Enterprise

COURSE TITLE

RC Topic: Soci Iss Busi & Econ

3.000 QRts:

3.000 GPA:

SEM: Free Enter Economics

3.000 QPts:

3.000 GPA:

International Business

CONTINUED ON PAGE

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SUL ROSS STATE UNIVERSITY www.sulross.edu

ID: A00452631

Record of: Anasofia Fernandez

Level: Graduate

Institution Information continued:
Ehrs: 6.000 QPts:
GPA-Hrs: 6.000 GPA:

Ehrs: GPA-Hrs: Good Standing

Last Standing: Good Standing

Date Issued: 27-JUL-2020 OFUG Official - Undergraduate

ID: A00452631

Date of Birth:

Date Issued: 27-JUL-2020 OFUG Official - Undergraduate - ALP

Record of: Anasofia Fernandez Current Name: Anasofia Fernandez Issued To: ANASOFIA FERNANDEZ

1361 EMILIO CIR

EAGLE PASS, TX 78852-3852

Course Level: Post Baccalaureate

SUBJ NO.

COURSE TITLE

INSTITUTION CREDIT:

Fall 2017

MGMT 3306 Principles Of Management

MKTG 3307 Principles Of Marketing

6.000 QPts: GPA-Hrs: 6.000 GPA:

Good Standing

Fall 2018

FINA 3302 Corporate Finance

> 3.000 QPts: GPA-Hrs: 3.000 GPA:

Good Standing

Last Standing: Good Standing

INSTITUTION Ehrs: 9.000 QPts:

GPA-Hrs: 9.000 GPA:

TRANSFER 0.000 QPts: GPA-Hrs: 0.000 GPA:

Ehrs: 9.000 QPts: 9.000 GPA:

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January 4, 2016

To Whom It May Concern:

This letter is to confirm that AnaSofia Fernandez has completed the requirements for the Bachelor of Arts degree with a major in Psychology at the University of the Incarnate Word. The degree has been posted to the UIW transcript with a graduation date of December 4, 2015.

The diploma should be available in late February.

Ausanne Cook

If you have any questions, please feel free to contact our office at (210) 829-6006.

Thank you.

Sincerely,

Susanne Cook

Assistant Registrar

IUI III INCAMBEL V

34301 Broadway Street • San Antonio, TX 78209 TRANSCRIPT GUIDE ON REVERSE SIDE

Record of: AnaSofia Fernandez

Student ID: W00901258 SSN: ***-**.

Page:

Date Issued: 23-DEC-2015

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Course Level: Undergraduate

Current Program

Major : Psychology Maj/Concentration : Child/Adolescent Psychology Minor : Sociology

TRANSFER CREDIT ACCEPTED BY THE INSTITUTION:

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Southwest Texas Junior College

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Anatomy & Physiology II Lab
Anatomy and Physiology II
BIOL 2122
BIOL 2322
PSYC 2356
                  Lifespan Development
Ehrs: 4.00 GPA-Hrs: 7.00 QPts:
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Advance Placement/Coll. Board

| SPAN 131 | . In the second section \mathbf{E}_{i} | lementary | Spanish I |
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INSTITUTION CREDIT:

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Institution Information continued:
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| CHEM | 1320L M | Biological Chemistry II Lab |
| MATH | 2303 M | Intro to Probability & Statis |
| NUTR | 2341 M | Introduction to Nutrition |
| PEHP | 1115 M | Ballet I (Level 1) |
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| BIOL | 2321 | M | Anatomy and Physiology 1 |
|------|------|-----|--|
| PSYC | 2370 | M | Child/Adolescent Development |
| PSYC | 3331 | M | Abnormal Psychology |
| PSYC | 3353 | M | Personality |
| PSYC | 3370 | M | Adult Development and Aging |
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Spring 2014

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| Spring PHIL 13 ****** | 2015 81 M ******* | Introduc | tion t | o Phil ED ON | osophy PAGE 2 |
|-----------------------------|-------------------------|----------|--------|-----------------|------------------|
| | | | | | |

Issued To: Transcript issued to Student AnaSofia Fernandez,

This official document is printed on red SCRIP-SAFE® security paper and does not require a raised seal. The official signature of the Registrar is white on a red background and will distort or disappear when photocopied The name of the university appears in white type across the face of the record. When photocopied, the words University of the Incarnate Word and COPY appear on alternate lines across the face of the record.

Bobbye G. Fry, Registrar

4301 Broadway Street • San Antonio, TX 78209 TRANSCRIPT GUIDE ON REVERSE SIDE Record of: AnaSofia Fernandez Student ID: W00901258 Page: Date Issued: 23-DEC-2015 SSN: senianaisenvieneenanvisenaiseonionamionaiseotoenionionaiseotaanaimienaivanvietoesine AUTHENTICATE: TRANSLUCENT GLOBE ICONS MUST BE VISIBLE WHEN HELD TOWARD A LIGHT SOURCE Multicultural Issues Developmental Psychopathology Directed Practicum/Internship Research Methods Ehrs: 15.00 GPA-Hrs: 15.00 OPts: 3375 M Aesthetics: Phil of Art&Beauty PSYC 3472 M Learning History of Psychology ST: Social Development Introduction to Sociology Ehrs: 16.00 GPA-Hrs: 16.00 QPts: Points Earned Hrs GPA Hrs 294.40 92 00 66.00 360.40 124.00 120.00 END OF TRANSCRIPT This official document is printed on red SCRIP-SAFE® security paper and does not require a raised seal. The official signature of the Registrar is white on a red background and will distort or disappear when photocopied. The name of the university appears in white type across the face of the record. When photocopied, the words University of the Incarnate Word and COPY appear on alternate lines across the face of the record. Bobbye G. Fry, Registrar

| | PA | YROLL SA | ALARY ADJ | USTMENT | FORM | |
|----------------------------------|----------------|-------------------------------|--------------------|------------------------|----------------|---------------------------------------|
| Employee Name: | | Ana Sofia Ferna | ndez | | 1D: | |
| Pay Period: | | 7/15/2025 | | - | Campus: | 726 |
| Position: | Busine | ss & Special Ev | | - | Job Code: | BSEO |
| • | | 41-6119-00-726 | | - | 100% | |
| Account: | 199- | 41-6119-00-720 | -233-000 | - | 100% | |
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| | | REA | SON FOR ADJ | USTMENT | | |
| New Employee: | | Special Ed: | | Chairperson: | | |
| l i | | i . | | ₹ ' | | |
| Coaching Stipend: | | Master's: | | Promotion: | 2251 | |
| Reassignment: | | | Adding Election St | | | |
| FICA Eligibility | M | TRS Status: | 1 | Pay Type: | 1 | Pay Grade: 007 |
| Pay Step: | 09 | State Step: | 09 | _ Hrs p/day: | 8 | Contract amount: \$87,087.00 |
| Balance: | \$ 87,087.00 | Annual Pymts: | 24 | Remain. Pymts: | 24 | # of Months: 12 |
| State Min, Days: | 226 | St. Min. Salary: | \$ 53,328.00 | Hrly Rate: | \$ - | O/T Rate: \$ - |
| Daily Rate: | \$ 385.34 | Payoff Date: | 6/26/2026 | Wkl Hrs.Schd: | 40 | TRS Member Pos: 12 |
| Calendar Code: | 1 | .3 | | No. of E | avs Based on: | 226 |
| Contract Begin Date: | | | | | | 6/12/2026 |
| Effective Date: | | | | | ays employed: | |
| | | | | | | |
| \$75,942.00 24-25 Contract | + | \$ 6,145.00 25-26 Increase | + | \$ 5,000.00 Stipend | . = | \$ 87,087.00 Total Contract Amount |
| | | | | | | |
| 226 No. of Days to | work | . × | \$ Daily | 336.03 Rate | - | \$ 75,942.00 Total Contract Earned |
| | | aliidas Drafansi | • | | | 10101 00//01000 20///02 |
| Description of Extra: | Base Salary In | | | | | ÷ 5.445.00 |
| 226 No. of Days to | work | . X | \$ Daily | 27.19 Pate | | \$ 6,145.00 Total Extra Earned |
| | | | Dany | Nate | | , otal Extra Edition |
| Description of Extra: | 25-26 Salary I | | | | | |
| 226 No. of Days to | work | _ × | \$ Daily | 29.41 Rate | - | \$ 5,000.00 |
| • | | . C4! | Dairy | | | Total Extra Earnea |
| Description of Extra: | 25-26 Election | n Stipena. | | | | A |
| | | | | Total Adj. Cor | tract Amount: | |
| | x | | | | = | \$ - |
| Pay Rate | | Payments | From | - То | | Contract Paid |
| | x | | | | 00 | |
| Pay Rate | | Payments | | | | Contract Paid |
| Description: | | | | According: | | |
| | . × | | | | - = | \$ - Contract Paid |
| Pay Rate | | Payments | From | | C4 | |
| | | | | | Contract Paid: | \$ - |
| \$ 87,087.00 Contract Balance | t No. of F | 24 Payments | 7/15/2025 From | 6/26/2026 To | - | \$ 3,628.63 Semi Monthly Payments |
| | 140, 01 1 | 1 | FIOII | | | |
| Marital Status: | | Single/Married | | Married Jointly | | Head of Household |
| Children under 17: | | Other Dep: | | Additiona | l Withholding: | \$ - |
| Bank Account N | lumber | _ | Bank Routi | ng Number | - | Bank Code |
| | | | | | | |
| Note: | | | | | | |
| | , 1 | 1 | 171 | 6.11.20 | . 5 | Horas |
| Men | عا1ماها |]25 / | 1 May | 4 10.00 F | \sim | Pourell Director |
| Asst. Business Admi | in. Director | | Aset. Business A | dinin. Director | | Payroll Director |

Eagle Pass Independent School District

Human Resources Employee Status Change Form 587 Madison St. - Eagle Pass, Texas 78852

F-230 #: 2398

School Board Agenda Required: , NO, Superintendent's Agenda Required: , YES, 6/16/2025 HR Employee Letter Required: , NO Employee Required Information Supplemental_Allowance Employee Status: Current Employee

Employee iD:

Employee Name: Ana Sofia Fernandez, Current Position Information: Business & Special Events Officer, Pay Grade:007, No. Days: 226, Campus/Dept.: 726 - Business & Finance

New Position Information as applicable New Position:,Pay Grade: , No. Days: , Campus/Dept:

Please select one: Non-TRS Retiree

Non-TRS Retiree: Equivalent Hrs per Week: ,

%FTE: 100, Hours per Day/Month:

TRS Retiree: Equivalent Hrs per Week:, %FTE:, Hours per Month:

Yes

Section 1: Previous Employee Information
Employee Replacement Information:
Employee ID: , Employee Name: , Position:
, Campus/Dept.: , Pay Grade: , Working Days: , Hours per Week:

Section 2: Supplemental

Current: - -,

Add: 5000.00 - 00 - Election Stipend,

Delete: - -

Previous Employee Information: Employee Name: Diana Deniz Brown, Employee ID: 7121, Benefits & Risk Management Director

Section 3: Employee Leave

Section 4: Start/End Dates
Start Date: 7/1/2025 End Date:

Section 5: Additional Information for Change Adding Election Stipend to replace Diana Deniz Brown

Section 6: Account Number(s)

Current Account: 199-41-6119-00-726-5-99000-Percentage: 100 %

New Account: 199-41-6119-00-726-5-99000-Percentage: 94 %; 199-41-6118-01-726-5-99000-Percentage: 6 %

F-230 Notes by Deputy Supt. for B&F:

| Approved By | | | | | |
|-------------------------------|-------------------|-------|---------------|---------------------|---------------|
| Step | Name | Acc | ount | Date | |
| Form Submitted | Tohui L. Valero | EPISI | O\tvalero | 06/16/2025 03 | :18 PM |
| Organization Approval | Susana Perez | EPISI | O\sperez | 06/17/2025 07 | :55 AM |
| DSC Approval | lmelda Urbina | EPISI | O\iurbina | 06/26/2025 01 | :52 PM |
| Organization Approval | Jesus A. Costilia | EPISI | D\jcostilla | 06/26/2025 02 | :29 PM |
| DSC Approval | Tohui L. Valero | EPISI | O\tvalero | 07/10/2025 02 | :40 PM |
| DSC Approval | Gaby Vandermaal | EPIS | D\gvandermaal | 07/10/2025 02 | :52 PM |
| DSC Approval | ismael Mijares | EPIS | D\imijares | 07/16/2025 08 | :38 AM |
| DSC Approval | Ismael Mijares | EPIS | D\imijares | 07/16/2025 08:40 AM | |
| Deputy Supt. For Business and | Ismaei Mijares | EPIS | DVimijares | 07/16/2025 08:42 AM | |
| Finance Approval | | | | | |
| Verified by | Human Resource | ces | <u> </u> | Verified by Payroll | |
| 1 | | Date: | 1. | my | Date: 7.16.75 |
| 2. | | Date: | 2. Angkary | na ajedase | Date: 7/16/25 |
| XC. | | Date: | xc. 7.15. | 25 | Date: |

APPROVED F-230

EAGLE PASS I.S.D. PAYROLL DEPARTMENT TEACHER CALCULATION SHEET

| NAME: | Ana Sofia Fernandez | F | osition: | Bu | 1s, & | Special | Eve | nts Officer | I.D.; | | _ } | Pay Grade: | 007 | |
|-------------------|------------------------------------|-----|----------|-------|-------|---------|-----------|-------------|----------------|------|-----|------------|----------------|------|
| REASON: | Adding Election Stipe | end | | • | | | - | | | | | | | |
| | | | ACCOU | NT NI | ивы | ER | 2 | 2024-2025 | No. of Days | % | 2 | 2025-2026 | No. of Days | % |
| 1 | BASE SALARY | 199 | 41 6119 | 00 7 | 726 5 | 599 000 | <u>\$</u> | 75,942,00 | 226 | 100% | \$ | 75,942.00 | 226 | 94% |
| 2. | Election Stipend | 199 | 41 6118 | 01 7 | 26 5 | 599 000 | \$ | - | | 0% | \$ | 5,000.00 | | 6% |
| 3. | | | | | | | \$ | - | | 0% | \$ | - | | 0% |
| 4. | | | | | | | \$ | - | | 0% | \$ | = | | 0% |
| 5. | | | | | | | \$ | - | | 0% | \$ | - | | 0% |
| 6. | | | | | | | \$ | - | | 0% | \$ | - | | 0% |
| 7. | | | | | | | \$ | · • | | 0% | \$ | · • | | 0% |
| | | | | | | | \$ | 75,942.00 | 226 | 100% | \$ | 80,942.00 | 226 | 100% |
| 8 *Travel stip | Travel* pend not part of salary | | | | | | \$ | 3,000.00 | ٠. | 100% | \$ | 3,000.00 | | 100% |
| | | | | | | | \$ | 336.03 | | | \$ | 358.15 | | |

Difference: \$

5,000.00

Payroll Director or Designee

2025-2026

MANUAL TRADE STIPENDS

(CALCULATED IN SALARY)

Account 199-51-6128-00-XXX-XXX

| | | | town of the co | - Carlos Carlos Son March - Carlo Million | Contractor C | CONTRACTOR CONTRACTOR |
|---|--------------|---------------------|----------------|---|--------------|-----------------------|
| S Current Positions | Pay Grade | Number of Positions | Amo | unt p/Position | To | tal Amount |
| Skilled A/C Mechanic (License is required: Position does not require license) | 056 | 2 | \$ | 15,000.00 | \$ | 30,000.00 |
| Master Gen. Const. Facil. & Maint. (License is required for position) | 056 | 2 | \$ | 20,000.00 | \$ | 40,000.00 |
| Master Welder (License is required for position) | 056 | 1 | \$ | 20,000.00 | \$ | 20,000.00 |
| SPVR/Master Maintenance (License is required for position) | 056 | 1 | \$ | 20,000.00 | \$ | 20,000.00 |
| SPVR/Master Carpenter (License is required for position) | 056 | 1 | \$ | 20,000.00 | \$ | 20,000.00 |
| SPVR/Master Electrician (License is required for position) | 056 | 1 | \$ | 20,000.00 | \$ | 20,000.00 |
| SPVR/Master HVAC (License is required for position) | 056 | 2 | \$ | 20,000.00 | \$ | 40,000.00 |
| SPVR/Master Plumber (License is required for position) | 056 | 1 | \$ | 20,000.00 | \$ | 20,000.00 |
| SPVR/Master of Special Project (License is required for position) | 056 | 1 | \$ | 20,000.00 | \$ | 20,000.00 |
| SPVR, Field Maint, & Operations (License not required: Additional duties for position) | 056 | 1 | \$ | 20,000.00 | \$ | 20,000.00 |
| Total | | 13 2004 | \$ | 195,000.00 | \$ | 250,000.00 |

The Supend(s) is subject to the following:

- 1.) Paid as part of the employees annual salary and included as part of the employee's delly/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime.
- 2.) State License is required for the position. Maintaining your state license and/or master certificate in good standing and providing the District évidence of such on an annual basis.

such on an annual basis. 3.) Will be required to obtain permits as applicable.

- 4.) The City of Eagle Pass Code Compliance requiring the District to have on staff an employee with your professional trade license.
- 5.) The payment for the state license will continue to be the sole responsibility of the employee.
- The payment for the continuing education course(s) will continue to be the sole responsibility of the employer.
- 7.) The department administrator must submit an F-230 when a change occurs.
- 8.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District or if your license expires, or is terminated, cancelled, or auspended.
- 9.) \$20,000 Stipend is for Supervisor/Master Pay Grade 056 with State Licence.

\$15,000 Stipend is for Pay Grade 055 with State Licence.

POLICE OFFICER RANKING STIPENDS

(CALCULATED IN SALARY)

Account: 199-52-6129-00-819-X99

| 7.0000114 (00 04 0 12 00 0 17 7.00 | | | | | | | | | |
|------------------------------------|---------|-----------|-------------|-----------------|-----|-------------|--|--|--|
| o of Current Positions | Pay | Number of | Am | ount p/Position | | otal Amount | | | |
| | Grade | Positions | | | | | | | |
| Lieutenant | 006 | 1 | \$ | 10,000.00 | \$ | 10,000.00 | | | |
| Sergeant | 006 | 6 | \$ | 7,000.00 | \$ | 42,000.00 | | | |
| Corporal | 900 | 4 | \$ | 5,000.00 | \$ | 20,000.00 | | | |
| Investigator | 006 | 2 | \$ | 5,000.00 | \$ | 10,000.00 | | | |
| K-9 Officer | 006 | 2 | \$ | 5,000.00 | \$ | 10,000.00 | | | |
| Total | 3.05.7E | 15 | \$ 糖 | 32,000.00 | 题\$ | 92,000.00 | | | |

The Stipend(s) is subject to the following:

- 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime.
- 2) The department administrator must submit an F-230 when a change occurs.
- The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District.
- 4.) Stipend based on additional duties assigned to these postions.

ELECTION STIPEND

(CALCULATED IN SALARY)

Account: 199-41-6118-01-726-X99/199-41-6118-95-726-X99/199-41-6129-96-726-X99

| | Pav | Numberiot | | 76 77 | | ASTRONOM |
|-----------------------|------------------|--------------|----------|----------|-------------|-----------------|
| Current Positions | | Dactions | Amount p | Position | Total # | mount |
| | 野られる | EL OPITION 2 | | 是是被表 | 建工业业 | 深 国 自 |
| Duly Appointed Agents | 006-020 | 6 | \$! | 5,000.00 | \$ 3 | 30,000.00 |
| Total | 1000 1000 | 6 | \$ | 00.000 | ES MONEY | 30,000,00 |

The Stipend(s) is subject to the following:

- 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime.
- 2.) The stipend applies on a yearly basis during election & non-election year.
- The department administrator must aubmit an F-230 when a change occurs,
- 4.) The stipend may be terminated at any time by the Eagle Pass ISD at the sola discretion of the District.
- 6.) Stipend based on additional duties assigned to these postions.

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

HUMAN RESOURCES EMPLOYEE STATUS FORM HR-230 THIS FORM MUST BE PREPARED BY THE HUMAN RESOURCES DEPARTMENT

| (A) Employee Status: New Current Ful | l-Time Part-Time Sub | TRS Retiree Yes No |
|--|--------------------------|----------------------|
| Other:Fri | nge Benefits: Yes No H | rs per Week: |
| Name: Fernandez Ana | | fia |
| Last | First | M. |
| I.D. /Soc Sec #: | Campus/Dept: 726-BUSINE | SS & FINANCE |
| Degree: BA/BS MA/MS Pay Grade: 7 | Work Days: 226 | Years of Exp: |
| Job Title: Business & Special Events C | officer Job Code: | BSEO |
| Effective Date of Change: | Board/Supt. Agenda Date: | 6/16/25 |
| Account Code(s): see attachment | | |
| and the state of t | | |
| {B} Salary or Rate (Salary Calculation Form Attached) | : , | |
| Pay Grade Minimum | Per Supplementa | al/Salary Schedule |
| Hourly Rate | Other | |
| {C} Employee Status Change (HR Employee Letter | Attached as applicable): | |
| FMLA WC Extended Leave | New Job Title | |
| Pay Grade Reclassification | New Job Code | |
| Promotion | New Pay Grade | • |
| Resignation/Termination | Reassignment | |
| Retirement | | |
| Supplemental Add Delete | Other Add Election Sti | pend\$5000,00 |
| Additional Info: see attachment | | PAYROLL DEPT. |
| Additional Into: | | JUL 0 8 2025 |
| Account Code(s): | | SCHOOL YEAR |
| Account Code(s): | | 2025-2026 |
| 1.) Pa-m. D- 6/19/25- HUMAN RESOURCES OFFICER DATE | 2.) EXECUTIVE DIRE | HOR FOR HR DATE |
| DEPUTY SUPT. FOR BUS & FIN. DATE | 4.) SUPERINTENDEN | T DATE |

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

DEPARTMENT OF HUMAN RESOURCES

SALARY CALCULATION FORM (EMPLOYEE FILE)

| NAME: Ana S | ofia Fernandez | | | 1D#: | |
|------------------------|-------------------------|--|--------------------------------------|---|--|
| PREVIOUS EMP | LOYEE: | | | ID#: | |
| | | (AS APPLICABI | Æ) | | |
| I. ASSIGNM | ENT | | Change effective of | late: | |
| VACANCY: | | NEW POSITION | Į: Π | Other: Add El | ection Stipend |
| POSITION: | Business & Spec | ial Events Officer | PREVIOUS POS | | & Special Events |
| LOCATION: | Business & Finar | nce Dept. | LOCATION: | Business & Finance | e Dept. |
| PAY GRADE: | 07 | | PAY GRADE: | 07 | - |
| BASE PAY: | \$75,942.00 | | BASE PAY: | \$75,942.00 | |
| ADDITIONAL P. | | | ADDITIONAL P. | AY: \$ | |
| STIPEND(S): | \$5000.00 | | STIPEND(S): | \$ | |
| TOTAL PAY: | \$80,942.00 | HRS: | TOTAL PAY: | \$75,942.00 | HRS: |
| DAILY/HRLY R | | DAYS: 226 | DAILY/HRLY R | | DAYS: 226 |
| TRAVEL: | \$3000.00 | | TRAVEL: | \$3000.00 | |
| ACCOUNT COD | 199-41-6118-01-7 | | ACCOUNT COD | E: 199-41-6119-00-7 | 26-599-000 100% 26-599-000 100% |
| *May not add up due to | rounding. | | | | |
| | | п. <u>с</u> | ERTIFICATION | | |
| CURRENTLY CE | RTIFIED: YE | ES: 🗌 NO | : N/A: | | |
| CERTIFICATIO | N AREA(S): | the state of the s | | | |
| STANDARD: | AI | TERNATIVE: [|] NON- | RENEWABLE PEI | RMIT: 🗌 |
| EMERGENCY PE | RMIT: | | OTHER: | | |
| | | Ш. | EXPERIENCE | | |
| EPISD (PARA-PR | OF) EXPERIENC | CE: 0 year(s) EP | ISD (PROF) EXPE | RIENCE: 8,year(s) | CEIVED DLL DEPT |
| OTHER EXPERI | NCE: 0 year(s) | TO | TAL EXPERIENC | E: 8 year(s) | |
| PROFESSIONAL | PAY STEP EXPE | ERIENCE: 8 year | r(s) | JUL | 0 8 2025 |
| VERIFIED: | man Resources | | Payroll | Director A | OL YEAR 5-20 %76-7 |
| APPROVED: | kecutive Director | for HR | le /24/25 Deputy | Superintengent for | 6-76-75 B&F |
| | nda or at a School Bo | ard Meeting as applica | able. This form is not re | | nd Travel as approved on vincreases recommended |
| PROCESSED BY: | N BESOURCES/PAYROLL | 1 1 2 5 | OLL USE ONLY* ERIFIED BY: HUMAN R | VI OVANU S | 7/16/25 |
| | AY NOT COMPLETE THE FOR | | | PROCESS AND VERIFY FOR PAYI ND RISK MANG, OIR. WITH COPY | |

EAGLE PASS I.S.D. PAYROLL DEPARTMENT TEACHER CALCULATION SHEET

| NAME: | Ana Sofia Fernandez | | Positio | 1: <u> </u> | Bus. & | Special | Eve | nts Officer | I.D.:_ | | . F | Pay Grade: | 007 | |
|------------------|------------------------------------|-------------------|-----------------|-------------|--------|---------|-----------|-------------|----------------|------|-----------|------------|----------------|------|
| REASON: | Adding Election Stir | pend | | | | | | | | | | | | |
| - | | | ACCO | א דאע | lUMB | ER | 2 | 2024-2025 | No. of Days | % | 2 | 2025-2026 | No. of Days | % |
| 1 | BASE SALARY | 199 | 41 611 | .9 00 | 726 | 599 000 | <u>\$</u> | 75,942.00 | 226 | 100% | <u>\$</u> | 75,942.00 | <u>226</u> | 94% |
| 2. | Election Stipend | 199 | 41 611 | 8 01 | 726 | 599 000 | \$ | - | | 0% | \$ | 5,000.00 | | 6% |
| 3. | | | | | | | \$ | - | | 0% | \$ | - | | 0% |
| 4. | | | | | | | \$ | - | | 0% | \$ | - | | 0% |
| 5. | | | | | | | \$ | | | 0% | \$ | _ | | 0% |
| 6, | | | | | | | \$ | <u>.</u> . | | 0% | \$ | - | | 0% |
| 7. | | | | | | | \$ | - | | 0% | \$ | - | | 0% |
| | | SCH(| JUL | PAYA | Ď | | \$ | 75,942.00 | 226 | 100% | \$ | 80,942.00 | 226 | 100% |
| 8 *Travel sti | Travel* ipend not part of salar | SCHOO § YE | 41 ∞6 13 | | | 599 000 | \$ | 3,000.00 | | 100% | \$ | 3,000.00 | | 100% |
| | | Ą | 25 | <u> </u> |) | | \$ | 336.03 | | | \$ | 358,15 | | , |

Difference: \$ 5,000.00

Payroll Director or Designee

2025-2026

MANUAL TRADE STIPENDS

(CALCULATED IN SALARY)

Account 199-51-6128-00-XXX-XXX

| ACCOUNT 199-51-6128-00-AXX-XXX | | | | | |
|--|--------------|--------------------------|-----|----------------|------------------|
| Current Positions | Pay Grade | Number of Positions | Amo | unt p/Position | otal Amount |
| Skilled A/C Mechanic (License is required: Position does not require license) | 055 | 2 | \$ | 15,000.00 | \$ 30,000.00 |
| Master Gen. Const. Facil. & Maint. (License is required for position) | 056 | 2 | \$ | 20,000.00 | \$ 40,000.00 |
| Master Welder (License is required for position) | 056 | 1 | \$ | 20,000.00 | \$ 20,000.00 |
| SPVR/Master Maintenance (License is required for position) | 056 | 1 | \$ | 20,000.00 | \$ 20,000.00 |
| SPVR/Master Carpenter (License is required for position) | 056 | 1 | \$ | 20,000.00 | \$ 20,000.00 |
| SPVR/Master Electrician (License is required for position) | 056 | 1 | \$ | 20,000.00 | \$ 20,000.00 |
| SPVR/Master HVAC (License is required for position) | 056 | 2 | \$ | 20,000.00 | \$ 40,000.00 |
| SPVR/Master Plumber (License is required for position) | 056 | 1 | \$ | 20,000.00 | \$ 20,000.00 |
| SPVR/Master of Special Project(License is required for position) | 056 | 1 | \$ | 20,000.00 | \$ 20,000.00 |
| SPVR. Field Maint. & Operations (License not required: Additional duties for position) | 056 | 1 | \$ | 20,000.00 | \$ 20,000.00 |
| Total and the same | | _NAC::[13%]\$\frac{1}{2} | \$ | 195,000.00 | \$ 250,000.00 |

The Stipend(s) is subject to the following:

- 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime.
- 2.) State License is required for the position. Maintaining your state license and/or master certificate in good standing and providing the District evidence of such on an annual basis.
- 3.) Will be required to obtain permits as applicable.
- 4.) The City of Eagle Pass Code Compliance requiring the District to have on staff an employee with your professional trade license.
- 5.) The payment for the state license will continue to be the sole responsibility of the employee.
- 6.) The payment for the continuing education course(s) will continue to be the sole responsibility of the employer.
- 7.) The department administrator must submit an F-230 when a change occurs.
- 8.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District or if your license expires, or is terminated, cancelled, or suspended.
- 9.) \$20,000 Stipend is for Supervisor/Master Pay Grade 056 with State Licence.

\$15,000 Stipend is for Pay Grade 055 with State Licence.

POLICE OFFICER RANKING STIPENDS

(CALCULATED IN SALARY)

Account: 199-52-6129-00-819-X99

| 7,00004111. 100 02 0120 00 010 700 | | | | | |
|------------------------------------|--------------|------------------------|---------|----------------|-----------------|
| Current Positions | Pay Grade | Number of Positions | Amou | int p/Position | ofal Amount |
| Lieutenant | 006 | 1 | \$ | 10,000.00 | \$ 10,000.00 |
| Sergeant | 006 | 6 | \$ | 7,000.00 | \$ 42,000.00 |
| Corporal | 006 | 4 | \$ | 5,000.00 | \$ 20,000.00 |
| Investigator | . 006 | 2 | \$ | 5,000.00 | \$ 10,000.00 |
| K-9 Officer | 006 | 2 | \$ | 5,000.00 | \$ 10,000.00 |
| Total Services | 46.43663 | # 15 € # 4 | \$ 32.0 | 32,000.00 | \$ 92,000.00 |

The Stipend(s) is subject to the following:

- 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable 中ளியிர் முறிலு es, must be included in the hourly rate when calculating overtime. PAYROLL DEPT
- 2) The department administrator must submit an F-230 when a change occurs.
- 3.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District.

ELECTION STIPEND

4.) Stipend based on additional duties assigned to these postions.

(CALCULATED IN SALARY)

SCHOOL

| ı | Account: 199-41-6118-01-726-X99/199-41-6118-95-726-X99/199-41-6129-96-7 | 26-X99 | | | | | |
|---|--|---------------------------|--|------------------|--------------|--------------|-------------|
| 1 | | Pay. | Number of | 2002 | 25-202 | 1 | WHITE EVEN |
| | Current Positions | Grade | Positions | Amount | o/Position | lotal | Amount |
| ١ | A STATE OF THE STA | Hard rand Salat party and | THE STATE OF THE PARTY OF THE P | CESCHALLE PERSON | 一种学习的 | AUGALOS ESTA | ·元四十四日3月十四日 |
| 1 | Duly Appointed Agents | 006-020 | 6 | \$ | 5,000.00 | \$ | 30,000.00 |
| 1 | Total Rivers and Control of the Cont | 性級(四)等 | 74 2 6 5 W. C. | \$ 225 | 5:000:00 | S Marie | 30.000:00 |

The Stipend(s) is subject to the following:

- 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime.
- 2.) The stipend applies on a yearly basis during election & non-election year.
- 3) The department administrator must submit an F-230 when a change occurs.
- 4.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District.
- 5.) Stipend based on additional duties assigned to these postions.

Program: HRS1650 te Run: 06-23-2025 11:42 AM **Employee Salary Information** Eagle Pass ISD Page: 1 of ity Dist: 159-901 ANA SOFIA FERNANDEZ Emp Nbr: Yrs Experience District: Frequency: 5 ıme: SSN: Yrs Experience Total: Pay Campus: 726 idress: DOB: 02-23-1994 Yrs Prof Exper District: 09 Primary Campus: 726 EAGLE PASS, TX 78852-0000 Yrs Prof Exper Total: 09 W4 Filing Status: s Degree: 2 - Master's hone: Latest Re-Emp Date: Creditable Year of Service: riginal Emp Date: 01-20-2016 Extract ID: stimated Annual Salary: \$0.00 Retirement Date: Work Email: AFERNANDEZ@EAGLEPASSISD.NET V4 Multi-Job; N W4 Nbr Children Under 17: 0 W4 Nbr Other Dependents: \$.00 W4 Other Deductions: \$.00 W4 Other Exemptions: V4 Other Income: \$.00 Job Information Job: **BUS & SPEC EV OFFICER** Payoff Date: 06-30-2026 Primary: Y Assigned: 100.00% Begin Date: 07-01-2025# Months in Contract: 12 TRS Status: 1 - Eligible End Date: 06-12-2026 # Days in Contract: 226 TRS Position: 01 - Professional staff Grade: \$87,087.00 # of Annual Pymts: Contract Amount: 24 FICA Eligibility: M - Subject to medicare Step: 24 WC Code: \$87,087.00 Remaining Pymts: Contract Balance: Sched: C \$0.00 Wkly Hrs Sched: 40 226 Hourly Rate: Vacant: Local Contract Days: # of Days Empld: 226 Wholly Sep Amt: \$0.00 **Budget Information** Job: BUS & SPEC EV OFFICER Amount Percent Activity TRS Grant Exp 373 Acct Type Extra Duty Cd Perform Pa **Account Code** Ν В 23 Ν 199-41-6139.00-726-599000 100.000% 79 \$3,000.00 199-41-6119.00-726-599000 \$82,087.00 94.259% 80 γ G 79 Υ G EL N 199-41-6118.01-726-599000 \$5,000.00 5.741% Salary Calculation BUS & SPEC EV OFFICER .lob: \$53,328.00 09 State Step: State Min Salary: Annual Salary: \$87,087.00 0 Yrs in Career Ladder: OT Elig: Ν Pay Rate: \$3,628.63 OT Rate: Daily Rate: \$385,340 \$0.00 **Extra Duty Information** Perf Remain Acct Pay Extra Duty Pay Code Amount Amount **Pymnts** Type Fund Distribution C 23 - TRAVEL STIPEND В \$3,000.00 \$3,000.00 24 plection Stipenis G 41-6118.0 **EL - ELECTION STIPEND** \$5,000,00 \$0.00 0 199 Note: G-types included as contract pay for non XTRA job. S-types reported in XTRA job. Leave Informatio Туре Beg Bal Used End Bal Type Description Earned 12.000 03 LO 02 NON-DUTY 0 12,000 0 0 5.000 0 5.000 08 STATE PR Date Employee Signature

Program: HRS1650 ະ ໄມສະ 04-08-2025 1:15 PM **Employee Salary Information** ty Dist.: 159-901 Eagle Pass ISD Page: 1 of Emp Nbr: Yrs Experience District: Frequency: 5 ANA SOFIA FERNANDEZ me: SSN: Yrs Experience Total: Pay Campus: 726 idress: Primary Campus: DOB: 02-23-1994 Yrs Prof Exper District: 726 EAGLE PASS, TX . 78852-0000 99 W4 Filing Status: 10 Degree: 2 - Master's Yrs Prof Exper Total: ione: Creditable Year of Service: 01-20-2016 Latest Re-Emp Date: riginal Emp Date: Retirement Date: Extract ID: PR1 stimated Annual Salary: \$0.00 Work Email: AFERNANDEZ@EAGLEPASSISD.NET 14 Multi-Job: N W4 Nbr Children Under 17: 0 W4 Nbr Other Dependents: 0 W4 Other Deductions: \$.00 W4 Other Exemptions: \$.00 /4 Other Income: \$.00 Job Information Job: **BUS & SPEC EV OFFICER** Payoff Date: 12 TRS Status: Assigned: 100.00% Begin Date: 27-01-2024# Months in Contract: Primary: Y 1 - Eligible 226 TRS Position: Grade: End Date: 96-12-2025# Days in Contract: 01 - Professional staff Contract Amount: \$75,942.00# of Annual Pymts: 24 FICA Eligibility: M - Subject to medicare Step: Contract Balance: \$16,821.25 Remaining Pymts: WC Code: گلام Sched: 226 Hourly Rate: \$0.00 Wkly Hrs Sched: **40** Local Contract Days: Vacant: \$0.00 226 Wholly Sep Amt: # of Days Empld: **Budget Information** Job: **BUS & SPEC EV OFFICER** Account Code Amount Percent Activity TRS Grant Exp 373 Acct Type Extra Duty Cd Perform P \$3,000.00 100.000% 79 Ν В 23 199-41-6139.00-726-599000 G Υ 199-41-6119.00-726-599000 \$75,942.00 100.000% 80 Salary Calculation **BUS & SPEC EV OFFICER** Job: State Min Salary: \$51,804.00 State Step: Annual Salary: \$75,942.00 OT Elia: Yrs in Career Ladder: Pay Rate: \$3,164.25 Ν \$336,030 OT Rate: \$0.00 Daily Rate: Extra Duty Information Remain Acct Account TRS Exp Perf Type Fund Distribution Code Amount Activity Grant Amount Percent Extra Duty Pay Code **Pymnts** Amount 23 - TRAVEL STIPEND \$3,000.00 \$625.00 5 В 0.000 % Note: G-types included as contract pay for non XTRA job. S-types reported in XTRA job. Leave Information Description Beg Bal Used End Bal Type Description Beg Bal Earned Used End Bal Type Earned 03 LOCALLV 14,000 8.500 23.500 19.000 0 18.000 NON-DUTY 8.000 11 000 08 STATE PR 0.500 5.500 n 5.000 Employee Signature

2025-2026 MASTER RECORD

| NAME: POSITION: CAMPUS: | ⊪ BUS & | FIA FERNANDEZ SPEC EV OFF 1-726 | ID: NUMBER OF DAYS HRS. P/DAY: ************************************ | |
|-------------------------------|----------------|---------------------------------------|---|------|
| PAY GRADE: | | 007 | | |
| SALARY INCREASE: | | 7.5% | | |
| HOURLY INCREASE: | \$ | - | | |
| DAILY INCREASE: | \$ \$ \$ | 27.46 | | |
| TOTAL INCREASE: | \$ | 6,206.00 | | |
| €: | | | | |
| 24-25 SALARY: | \$ | 75,942.00 | | |
| 24-25 DAILY RATE: | \$ | 336.027 | | |
| 24-25 PAY RATE: | \$ | 3,164.25 | | |
| 25-26 5ALARY: | \$ | 82,148.00 | | |
| 25-26 DAILY RATE: | \$ | 363.49 | | |
| 25-26 PAY RATE: | \$ | 3,422.83 | | |
| | | hypar ulist | 25 | |
| | Verified By | 7 | | Date |
| | | | | |
| | Verified By | | , , , , , , , , , , , , , , , , , , , | Date |

2025-2026 MASTER RECORD

| NAME: POSITION: CAMPUS: | BUSS | IA FERNANDEZ PEC EV OFF 726 | ID: NUMBER OF DAYS: 226 HRS. P/DAY: Only required for hourly |
|-------------------------------|-------------|-----------------------------------|---|
| PAY GRADE: | | 007 | |
| SALARY INCREASE: | | 7.5% | |
| HOURLY INCREASE: | \$ | - | |
| DAILY INCREASE: | \$ | 27.19 | |
| TOTAL INCREASE: | \$ | 6,145.00 | |
| 24-25 SALARY: | \$- | 75,942.00 | |
| 24-25 DAILY RATE: | \$ | 336.027 | |
| 24-25 PAY RATE: | \$ | 3,164.25 | |
| 25-26 SALARY: | \$ | 82,087.00 | |
| 25-26 DAILY RATE: | \$ \$ | 363.22 | |
| 25-26 PAY RATE: | \$ | 3,420.29 | |
| | Verified By | | Date |
| | | | |
| | Verified By | | Date |

ANA SOFIA FERNANDEZ ID: NAME: BUS SPEC EV OFF 226 POSITION: NUMBER OF DAYS: CAMPUS: HRS. P/DAY: . 726 Only required for hourly PAY GRADE: 007 7.5% SALARY INCREASE: **HOURLY INCREASE:** DAILY INCREASE: 27.19 6,145.00 TOTAL INCREASE: 80,942.00 24-25 SALARY: 358.150 24-2S DAILY RATE: \$ 24-25 PAY RATE: 3,372.58 25-26 SALARY: 87,087.00 25-26 DAILY RATE: \$ 385.34 25-26 PAY RATE: 3,628.63 gu 6/19/25 Date Verified By Date

2025-2026 MASTER RECORD

2025-2026

(CALCULATED IN SALARY)

Account 199-51-6128-00-XXX-XXX

| | Sept 1 - Control of the Sept 2 | | Stabrus | | ACTION AND | and and a local parties of |
|--|--------------------------------|--------------------|-----------|-----------------|------------|----------------------------|
| Correr Positions | (Fay Genie | Rosions Rosions | Anno | uni चरिवज्ञेषकः | Į (O | al (mount |
| Skilled A/C Mechanic (License is required: Position does not require license) | 055 | 2 | \$ | 15,000.00 | \$ | 30,000.00 |
| Master Gen. Const. Facil. & Maint. (License is required for position) | 056 | 2 | \$ | 20,000.00 | \$ | 40,000.00 |
| Master Welder (License is required for position) | 056 | 1 | \$ | 20,000.00 | \$ | 20,000.00 |
| SPVR/Master Maintenance (License is required for position) | 056 | 1 | \$ | 20,000.00 | \$ | 20,000.00 |
| SPVR/Master Carpenter (License is required for position) | 056 | 1 | \$ | 20,000.00 | \$ | 20,000.00 |
| SPVR/Master Electrician (License is required for position) | 056 | 1 | \$ | 20,000.00 | \$ | 20,000.00 |
| SPVR/Master HVAC (License is required for position) | 056 | 2 , | \$ | 20,000.00 | \$ | 40,000.00 |
| SPVR/Master Plumber (License is required for position) | 056 | 1 | \$ | 20,000.00 | \$ | 20,000.00 |
| SPVR/Master of Special Project (License is required for position) | 056 | 1 | \$ | 20,000.00 | \$ | 20,000.00 |
| SPVR, Field Maint, & Operations (License not required: Additional duties for position) | 056 | 1 | \$ | 20,000.00 | \$ | 20,000.00 |
| IIOTALINE SERVICE SERV | | | 李多 | 195(00)00 | 影響 | 250,000,00 |

The Stipend(s) is subject to the following:

- 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime.
- 2.) State License is required for the position, Maintaining your state license and/or master certificate in good standing and providing the District evidence of such on an annual basis.
- such on an annual basis. 3.) Will be required to obtain permits as applicable.
- 4.) The City of Eagle Pass Code Compliance requiring the District to have on staff an employee with your professional trade license.
- 5.) The payment for the state license will continue to be the sole responsibility of the employee.
- 6.) The payment for the continuing education course(s) will continue to be the sole responsibility of the employer,
- 7.) The department administrator must submit an F-230 when a change occurs.
- 8.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District or if your license expires, or is terminated, cancelled, or suspended.
- 3.) \$20,000 Stipend is for Supervisor/Master Pay Grade 056 with State Licence.
- \$15,000 Stipend is for Pay Grade 055 with State Licence.

POLICE OFFICER RANKING STIPENDS

(CALCULATED IN SALARY)

| Account 100-02 0125 00 010 X00 | i | | | |
|--------------------------------|--------------|---------------------------------------|------------------|-------------------|
| Green Jestions | Pay Grace | Number er Positions | Amount offestion | ंगचरकार्थ।।इन्हों |
| Lieutenant | 006 | 1 | \$ 10,000.00 | \$ 10,000.00 |
| Sergeant | 900 | 6 | \$ 7,000.00 | \$ 42,000.0 |
| Corporal | 006 | 4 | \$ 5,000.00 | \$ 20,000.0 |
| Investigato | 006 | . 2 | \$ 5,000.00 | \$ 10,000.0 |
| K-9 Officer | Đ06 | 2 | \$ 5,000.00 | \$ 10,000.0 |
| | STATE OF | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | \$ 32,000.00 | \$ 20000 |

The Stipend(s) is subject to the following:

Account: 199-52-6129-00-819-X99

- 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime.
- 2) The department administrator must submit an F-230 when a change occurs,
- The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District.
- 4.) Stipend based on additional duties assigned to these postions.

ELECTION STIPEND

(CALCULATED IN SALARY)

| ļ | Account: 199-41-6118-01-726-X99/199-41-6118-95-726-X99/199-41-6129-96-7 | 26-X99 | | | |
|---|---|--------------|---------------------|-------------------|---|
| | Corrent Positions | Pay Since | Aumeroi Positors | Amegrapia Postion | ाँकहा Amouni |
| | Duly Appointed Agents | 006-020 | 6 | \$ 5,000.00 | \$ 30,000.00 |
| | | | | 5 000001 | 25 12 13 0 00 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 |

The Stipend(s) is subject to the following:

- 1.) Paid as part of the employees annual salary and included as part of the employee's daily/hourly rate as applicable. For hourly employees, must be included in the hourly rate when calculating overtime.
- 2.} The stipend applies on a yearly basis during election & non-election year.
- 3) The department administrator must submit an F-230 when a change occurs.
- 4.) The stipend may be terminated at any time by the Eagle Pass ISD at the sole discretion of the District.
- 5.) Stipend based on additional duties assigned to these postions.

Eagle Pass Independent School District

Human Resources Employee Status Change Form 587 Madison St. - Eagle Pass, Texas 78852

F-230 #: 2398

School Board Agenda Required: , NO, Superintendent's Agenda Required: , YES, 6/16/2025 HR Employee Letter Required: , NO Employee Required Information Supplemental_Allowance Employee Status: Current Employee

Employee ID:

Employee Name: Ana Sofia Fernandez, Current Position Information: Business & Special Events Officer, Pay Grade:007, No. Days: 226, Campus/Dept.: 726 - Business & Finance

New Position Information as applicable New Position:,Pay Grade: , No. Days: , Campus/Dept:

Please select one: Non-TRS Retiree

Non-TRS Retiree: Equivalent Hrs per Week: , %FTE: 100, Hours per Day/Month:

TRS Retiree: Equivalent Hrs per Week:, %FTE:, Hours per Month:

Yes

Section 1: Previous Employee Information
Employee Replacement Information:
Employee ID: , Employee Name: , Position:
, Campus/Dept.: , Pay Grade: , Working Days: , Hours per Week:

Section 2: Supplemental

Current: - -,

Add: 5000.00 - 00 - Election Stipend,

Delete: - -

Previous Employee Information: Employee Name: Diana Deniz Brown, Employee ID: 7121, Benefits & Risk Management Director

Section 3: Employee Leave

Section 4: Start/End Dates
Start Date: 7/1/2025 End Date:

Section 5: Additional Information for Change Adding Election Stipend to replace Diana Deniz Brown

Section 6: Account Number(s)

Current Account: 199-41-6119-00-726-5-99000-Percentage: 100 %

New Account: 199-41-6119-00-726-5-99000-Percentage: 94 %; 199-41-6118-01-726-5-99000-Percentage: 6 %

F-230 Notes by Deputy Supt. for B&F:

PAYROLL DEPT
AUG 0 6 2025

| Approved By | | | | | |
|---|-------------------|----------|-------------|-------------------|---------------|
| Step | Name | Accour | | Date | |
| Form Submitted | Tohui L. Valero | EPISD\tv | alero | 06/16/2025 03 | :18 PM |
| Organization Approval | Susana Perez | EPISD\sp | oerez. | 06/17/2025 07 | :55 AM |
| DSC Approval | imelda Urbina | EPISD\iu | rbina | 06/26/2025 01 | :52 PM |
| Organization Approval | Jesus A. Costilla | EPiSD\jc | ostilia | 06/26/2025 02 | :29 PM |
| DSC Approval | Tohui L. Valero | EPISD\tv | alero | 07/10/2025 02 | :40 PM |
| DSC Approval | Gaby Vandermaal | EPISD\g | vandermaal | 07/10/2025 02 | :52 PM |
| DSC Approval | Ismael Mijares | EPISD\in | nijares | 07/16/2025 08 | :38 AM |
| DSC Approval | Ismael Mijares | EPISD\in | nijares | 07/16/2025 08 | :40 AM |
| Deputy Supt. For Business and Finance Approval | Ismael Mijares | EP!SD\in | nijares | 07/16/2025 08 | :42 AM |
| Verified by | Human Resources | Y | Ve | rified by Payroll | |
| 1 | cli Date: | 8/4/25 | 1 () (h | m | Date: 7.16.7 |
| 2 Par M. Di | Date: | 7/23/25 | 2 Ana karin | a dedas | Date: 7/16/25 |
| XC. | ₽S. Date | elstes. | (c. 7.15. | 25 | Date: |

APPROVED F-230

| | | | ALAKI ADJ | | | | |
|-------------------------------|--------------|--------------------------------|--------------------|-------------------------------------|----------------|--------------------|-------------|
| Employee Name: | | Ana Sofia Ferna | | - | ID: | | |
| Pay Period: | | 7/26/2023 | | - | Campus: | 726 | |
| Position: | | ss & Special Ev | | - | Job Code: | BSEC |) |
| Account: | 199- | 41-6119-00-72 | 5-499-000 | | 100% | | |
| - | | | | - | | | |
| | | REA | SON FOR ADJ | USTMENT | | | |
| New Employee: | | Special Ed: | | Chairperson: | | | |
| Coaching Stipend: | | Master's: | | Promotion: | | | |
| Reassignment: | | Other: | Title Change only. | | | | |
| FICA Eligibility | М | TRS Status: | 1 | Pay Type: | 1 | Pay Grade: | 007 |
| Pay Step: | 08 | State Step: | 08 | Hrs p/day: | 8 | Contract amount: | \$66,779.02 |
| Balance: | \$ 75,942.00 | | 24 | | | _ | |
| State Min. Days: | 226 | St. Min. Salary: | \$ 51,804.00 | Hrly Rate: | \$ - | O/T Rate: | \$ - |
| Daily Rate: | \$ 336.03 | Payoff Date: | 6/26/2025 | Wkl Hrs.Schd: | 40 | TRS Member Pos: | 12 |
| Calendar Code: | 1 | .3 | | No. of D | ays Based on: | 226 | ; |
| Contract Begin Date: | 7/1/ | 2024 | | Conti | ract End Date: | 6/12/2 | 025 |
| Effective Date: | 7/1/ | 2024 | | والمانية والمانية والمانية | iys employed: | | |
| \$66,779.02 23-24 Contract | | \$.2,516.32 24-25 Increase | + | \$ 6,646.66 Stipend | = | 5 Total Contrac | 75,942.00 |
| | | | | 295.48 | | | 66,779.02 |
| No. of Days to | work | - × | \$ Daily | | | \$ Total Contra | |
| Description of Extra: | | Base salar | • | Account : | | | |
| 226 | | | \$ | 11.13 | | \$ | 2,516.32 |
| No. of Days to | work | - | Daily | | | Total Extra | Earned |
| Description of Extra: | | 24-25 Sala | ry increase. | | | | |
| 226 | | × | \$ | 29.41 | | \$ | 6,646.66 |
| No. of Days to | | | Daily | | | Total Extra | tarned |
| Description of Extra: | | | 23-24 Professio | nal Support Posit Total Adj. Con | | خ | 75,942.00 |
| | | | | Total Adj. Con | tract Amount: | | 73,342.00 |
| Pay Rate | х . | Payments | From | - To | . = | \$ Contract | t Paid |
| • | x | · | 000 | | | \$ | _ |
| Pay Rate | • | Payments | rom | | | Contract | t Paid |
| Description: | | | | ccour | JU | | |
| | . × | | r | | . = | \$ Contract | - |
| Pay Rate | | Payments | From | | Contract Paid: | | - |
| \$ 75,942.00 | ÷ | 24 | A26/2023 | 6/26/202 | | \$ | 3,164.25 |
| Contract Balance | No. of P | ayments | | | | Semi Monthly | / Payments |
| Marital Status: | | Single/Married | | Married Jointly | | Head of Househ | old |
| Children under 17: | | Other Dep: | | Additiona | Withholding: | \$ | - |
| Bank Account N | umber | - | Bank Routir | ng Number | | - | Bank Code |
| | | | | | | | |
| Note: | | | | | | | (1) |
| / () \name | 7-3-24 | P | MIOBA | W 7/3/2 | 4 7 | A A | 4 7.3.2 |
| Asst. Business Admi | n.)Director | * | Asst. Business A | dmin. Director | . (| Payroll D | irector |

PAYROLL DEPARTMENT EMPLOYEE CHECKLIST FORM

| EMPLO | YEE NAME: Fer | nandez, Ana Sofia | ID: | | | |
|---------|-------------------------------|--|-------------|-------------|--|------|
| NEW E | MPLOYEE | | CURRENT EMP | PLOYEE | \checkmark | |
| FULL TI | ME [| | SUPPLEMENT | AL/PROMOTIC | ON 🚺 | |
| PARTT | IME W/BEN. | | REASSIGNMEN | NT/TRANSFER | | |
| PARTT | IME [| | RESIGNATION | /TERM. | | |
| SUBSTI | TUTE | | LEAVE | | | |
| NEW E | MPLOYEE ONLY | | YES | ON FILE | N/A | |
| 1. | DIRECT DEPOSIT | FORM | | | | |
| 2. | W-4 FORM | | | | | |
| 3. | KRONOS ENROL (Hourly Only) | LMENT | | | | |
| 4. | | Y STATEMENT FORM t Time with Benefits Only | | | | BSEC |
| CURRE | NT EMPLOYEE O | NLY | YES | NO INI | TIAL/DATE | |
| 5. | SUPT/BOARD A | GENDA | | | N 7:10.29 |) |
| 6. | F-230 REQ.#: | 14 pc | | | ~ | |
| | DATE: | CONTACT: | | _ INITIAL: | | |
| | DATE: | CONTACT: | | _ INITIAL: | | |
| | DATE: | CONTACT: | | _ INITIAL: | | |
| | DATE: | CONTACT: | | _ INITIAL: | | |
| | DATE: | CONTACT: | | _ INITIAL: | والمراجع والم والمراجع والمراجع والمراجع والمراجع والمراجع والمراجع والمراج | |
| | , | Payroll Director if F-230 in inbo Bus. & Finance Director if F-23 | | . , | • | ys. |
| | DATE: | CONTACT: | | _ INITIAL: | | |
| | DATE: | CONTACT | | INITIAL | | |

Eagle Pass Independent School District

Human Resources Employee Status Change Form 587 Madison St. - Eagle Pass, Texas 78852

| -230 | щ. | 111 | () |
|-------|----|-----|-----|
| ニーノンロ | # | 14 | 1. |

| Employee | Informat | ian |
|----------|----------|-----|
| | | |

Employee Name: Ana Sofia Fernandez

ID: Pay Grade: 007 - 007

Current Employee,

TRS Retiree:

Working days: 226 to 226, - hours per week Position: Asst. Business & Finance Director -Business & Special Events Officer at 726 -Business & Finance - 726 - Business & Finance

Employee Leave:

Reason for change: Title change to Business & Special Events Officer as per approved 2024-2024 Professional Hiring Schedule New_Title_with__No_change_in_Pay__complete_section_5_and_6_

Start Date: End Date:

New Position or Employee Reassignment/Transfer

at

replacing

Part-Time w/No Benefits Per Week: - Part-Time w/No Benefits Hours Per Month:

Supplemental:

Current: - -

Add: - -

Delete: - -

Previous Employee Information: , ID ,

Employee Leave:

Current Account: 199-41-6119-00-726-4-99000-Percentage: 100 % New Account: 199-41-6119-00-726-4-99000-Percentage: 100 %

Additional Information for Change: Title change to Business & Special Events Officer as per approved 2024-2024 Professional Hiring Schedule

F-230 Notes by Deputy Supt. for B&F:

| Approved By | | | |
|---|-------------------|-----------------------|---------------------|
| Step | Name | Account | Date |
| Form Submitted | Tohui L. Valero | EPISD\tvalero | 05/30/2024 09:22 AM |
| Create Req # | Workflow | _worldlow | 05/30/2024 09:22 AM |
| Organization Approval | John Cox | jcox@eaglepassisd.net | 05/30/2024 11:26 AM |
| Organization Approval | Jesus A. Costilla | EPISD\jcostilia | 06/04/2024 02:09 PM |
| DSC Approval | Tohui L. Valero | EPISD\tvalero | 07/01/2024 10:40 AM |
| DSC Approval | Gaby Vandermaal | EPISD\gvandermaal | 07/01/2024 10:42 AM |
| Deputy Supt. For Business and Finance Approval | Ismael Mijares | EPISD\imijares | 07/01/2024 02:58 PM |
| Verified b | y Human Resources | | Verified by Payroll |

| Finance Approval | | |
|-----------------------------|---------------------|--------------|
| Verified by Human Resources | Verified by Payroll | |
| 1. Date: | 1 (Chang | Date: 7-3-24 |
| 2. Date: | 2 mg karing gildar | Date: 7/3/24 |
| XC. Date: | xc. 7-15-24 | Date: |
| | (| |

EAGLE PASS INDEPENDENT SCHOOL DISTRICT PROFESSIONAL HIRING SCHEDULE 2024-2025

BASED ON \$55,000 STARTING SALARY

| PAY STEP EXPERIENCE | STATE MINIMUM | LOCAL SALARY* | PROFESSIONAL SUPPORT POSITIONS | ADDITIONAL PAY*** |
|---------------------|---------------------|---------------|--|-------------------|
| G G | 33,660 | 55,000 | BUSINESS & SPECIAL EVENTS OFFICER | 5,500 |
| 1 | 34,390 | 55,050 | COUNSELOR, HEAD HIGH SCHOOL | 10,000 |
| τ 2 | 35,100 | 55,100 | Counselor-Head Jr. High | 7,000 |
| 3 | 35,830 | 55,150 | COUNSELOR - LICENSED PROFESSIONAL | 7;000 |
| 4 | 37,350 | 55,200 | COUNSELOR | e,000 |
| 5 | 38,800 | 55,300 | LIBRARIAN; LEARNING RESOURCE CERTIFICATION | 4,000 |
| . 6 | 40,410 | 55,400 | LIBRARIAN: LEARNING RESOURCE ENDORSEMENT | 3,750 |
| 7 | 41,830 | 55,500 | SPECIAL EDUCATION: | |
| ~ 8 | 43,170 | 55,600 | ASSESSMENT SPECIALIST | 4,000 |
| 9 | 44,440 | 55,700 | DIAGNOSTICIAN | 6,000 |
| 10 | 45,630 | 55,800 | LICENSED SPECIALIST- SCHOOL PSYCHOLOGY | 7,500 |
| 11 | 46,770 | 55,900 | LICENSED SPEECH PATHOLOGIST | 17,000 |
| 12 | 47,850 | 56,000 | PHYSICAL THERAPIST | 5,500 |
| 13 | 48,850 | 56,100 | PHYSICAL THERAPIST ASST. | 3,500 |
| 러 14 | 49,810 | 56,200 | SPEECH THERAPIST | 5,500 |
| 15 | 50,710 | 56,300 | SPEECH PATHOLOGIST ASSISTANT | 3,500 |
| 1,6 | 51,570 | 56,400 | TEACHER-AUDITORY/MSUALLY IMPAIRED | 3,000 |
| 17 | 52,370 | 56,500 | PEP SUPERVISOR | 1,500 |
| 18 | 53,140 | 56,600 | PUBLIC INFORMATION OFFICER | 5,500 |
| 19 | 53,860 | 56,700 | REGISTERED NURSE | 2,150 |
| 20** | 54 ₁ 540 | 56,800 | SOCIAL WORKER | 1,500 |

^{*}LOCAL SALARY STEP AMOUNT OF \$50\$100 IS BASED ON 187 WORKING DAYS AND IS PROPATED BASED ON ADDITIONAL WORKING DAYS FOR EACH YEAR OF EXPERIENCE. THE LOCAL SALARY STEP INCREASE IS NOT STATE MANDATED AND IS NOT AUTOMATIC. IT IS PART OF THE OVERALL SALARY APPROVED AT THE DISCRETION OF THE BOARD OF TRUSTEES.

THE PROFESSIONAL HIRING SCHEDULE INCLUDES:

ADMISSIONS & ATTENDANCE OFFICER (225 DAYS) "RUSINESS & SPECIAL EVENT'S OFFICER (225 DAYS) ASST, BUS & FIN ADMIN. DIRECTOR (226 DAYS)

ASST, CATE DIRECTOR (226 DAYS)

ASST. FOOD SÉRVICE DIRECTOR (226 DAYS)

ASST. NURSE COORDINATOR (217 DAYS)

ASST. TRANSPORTATION DIR, (225 DAYS)

ATHLETIC TRAINER (210 DAYS)

BAND DIRECTOR (217 DAYS)

BUSINESS OPERATIONS MANAGER (238 DAYS) COUNSELDR (192-226 DAYS)

HR OFFICER (226 DAYS)

LIBRARIAN (187 DAYS)

MICROCOMPUTER TECH. (226 DAYS)

PEIMS DATA ANALYST (226 DAYS) 'PEP' SUPERVISOR (226 DAYS)

PUBLIC INFO. OFFICER (225 DAYS)

REGISTERED NURSES (192 DAYS) SCHOOL FACILITIES SUPERVISOR (226 DAYS)

SOCIAL WORKER (192 DAYS)

SP. ED. ASSESSMENT SPECIALIST (210 DAYS)

SP. ED. AUDIOTORY/VISUALLY IMPAIRED TEACHER (187 DAYS).

SP, ED, DIAGNOSTICIAN (202 DAYS)

SP. ED. LICENSED SPECIALIST - SCHOOL PSYCHOLOGY (202 DAYS)

SP. ED. LICENSED SPEECH PATHOLOGIST (202 DAYS)

SP. ED. OCCUPATIONAL THERAPIST (202 DAYS)

SP. ED. SPEECH PATHOLOGIST ASST. (202 DAYS)

SP. ED. PHYSICAL THERAPIST ASST. (202 DAYS)

SP. ED. PHYSICAL THERAPIST (202 DAYS)

SP. POP. EVALUATOR (226 DAYS)

SPVR. F/S AND WAREHOUSE OPERATIONS (238 DAYS)

TEACHER (187-217 DAYS). WEBMASTER (226 DAYS)

THEW HIRED TEACHERS, COUNSELORS, LIBRARIANS, AND RNS, INCLUDING PREVIOUSLY EMPLOYEED SCHOOL DISTRICT EMPLOYEES; WILL BE PAID ACCORDING TO THE PROFESSIONAL HIRING SCHEDULE PAY STEP BASED ON THE YEARS OF EXPERIENCE. HIRED OR REHIRED EMPLOYEES WITH OVER 20 YEARS OF EXPERIENCE WILL BE PLACED AT PAY STEP 20.

^{**} OTHER PROFESSINAL POSITIONS, INCLUDING PREVIOUSLY EMPLOYED DISTRICT EMPLOYEES, WILL BE PAID BASED ON THE MINIMUM OF THE PROFESSIONAL HIRING SCHEDULE PAY STEP OR AS APPROVED BY THE SUPERINTENDENT.

^{***}ADDITIONAL PAY ADDED TO HIRING AMOUNT FOR SPECIFIC PROFESSIONAL SUPPORT POSITIONS AND IS PRORATED BASED ON 187 WORKING DAYS.

HUMAN RESOURCES EMPLOYEE STATUS FORM HR-230 THIS FORM MUST BE PREPARED BY THE HUMAN RESOURCES DEPARTMENT

| | Fringe Benefits: Yes No Hrs per Week: |
|--|---|
| Fernandez Name: Last | Ana Sofia |
| | |
| I.D. /Soc Sec #: | Campus/Dept: 726-BUSINESS & FINANCE |
| Degree: BA/BS MA/MS | |
| Asst. Bus Ad. Direc | otor Job Code: ABAD |
| 07/0 | 06/17/24 |
| Effective Date of Change: | Board/Supt. Agenda Date: |
| Account Code(s): See attached | d . |
| 和 的表现。 | |
| Salary or Rate (Salary Calculation I | Form Attached): |
| | Per Supplemental/Salary Schedule |
| Pay Grade Minimum | |
| Hourly Rate | Other |
| NEW SOTTER CONTROL DESCRIPTION IN CARLOTTER AND A STREET OF THE STREET | |
| Employee Status Change (HR En | nployee Letter Attached as applicable); |
| | Pue & Chaolal Events Officer |
| RMLA WC Ext | tended Leave New Job Title Bus & Special Events Officer |
| RMLA WC Ext | tended Leave New Job Title New Job Code Bus & Special Events Officer BSEO BECEWED |
| RMLA WC Ext | tended Leave New Job Title Bus & Special Events Officer |
| FMLA WC Ext Pay Grade Reclassification Promotion Resignation/Termination | tended Leave New Job Title New Job Code New Pay Grade Bus & Special Events Officer BSEO RECFIVED PAYROLL DEPT |
| RMLA WC Ext | tended Leave New Job Title New Job Code New Pay Grade Reassignment Transfer Bus & Special Events Officer BSEO RECEIVED PAYROLL DEPT III 0 8 2024 |
| FMLA WC Ext Pay Grade Reclassification Promotion Resignation/Termination | tended Leave New Job Title New Job Code New Pay Grade Reassignment New Page Special Events Officer BSEO RECEIVED PAYROLL DEPT 111 0 8 2024 |
| Pay Grade Reclassification Promotion Resignation/Termination Retirement Supplemental Add | tended Leave New Job Title New Job Code New Pay Grade Reassignment Transfer Title Change Bus & Special Events Officer BSEO BECFIVED PAYROLL DEPT Ul 0 8 2024 |
| Pay Grade Reclassification Promotion Resignation/Termination Retirement Supplemental Add | tended Leave New Job Title New Job Code New Pay Grade Reassignment Transfer Title Change Bus & Special Events Officer BSEO BECFIVED PAYROLL DEPT Ul 0 8 2024 |
| Pay Grade Reclassification Promotion Resignation/Termination Retirement Supplemental Add | tended Leave New Job Title New Job Code New Pay Grade Reassignment Transfer Title Change Bus & Special Events Officer BSEO BECFIVED PAYROLL DEPT Ul 0 8 2024 |
| Pay Grade Reclassification Promotion Resignation/Termination Retirement | tended Leave New Job Title New Job Code New Pay Grade Reassignment Transfer Title Change Bus & Special Events Officer BSEO BECFIVED PAYROLL DEPT Ul 0 8 2024 |
| Pay Grade Reclassification Promotion Resignation/Termination Retirement Supplemental Add | tended Leave New Job Title New Job Code New Pay Grade Reassignment Transfer Other Title Change Sus & Special Events Officer BSEO RECFIVED PAYROLL DEPT Ul 0 8 2024 2024-2025 |
| Pay Grade Reclassification Promotion Resignation/Termination Retirement Supplemental Add | tended Leave New Job Title New Job Code New Pay Grade Reassignment Transfer Other Title Change Sus & Special Events Officer BSEO RECFIVED PAYROLL DEPT Ul 0 8 2024 2024-2025 |
| Pay Grade Reclassification Promotion Resignation/Termination Retirement Supplemental Add | tended Leave New Job Title New Job Code New Pay Grade Reassignment Transfer Title Change Bus & Special Events Officer BSEO BECFIVED PAYROLL DEPT Ul 0 8 2024 |

Title Change to Job Code BSEO

| 1box (4) + | pgarcia@eagl | epassisd.ne | t - Eagle Pass Inde | | ASCENDER A | plication Dir | ectory | Personnel - Staff D | emographic - Er | mpioyee 009423 FER | |
|------------|--------------|-------------|-------------------------|------------|--------------------------|---------------|-----------------|-------------------------------------|------------------------|----------------------|------|
| | | | oPay Coto | | | | | | Server and | PE | |
| | Save | | | • | | | | | | | |
| Emp | ployee: | ERN | ANDEZ, ANA SOFIA | | | | | Retrieve | Dire | ctory Do | ocur |
| PAY | r INFO JO | OB INFO | DISTRIBUTIONS | DEDUCTIO | NS LEAVE | BALANCE | | | , | | |
| | Delete | Details | Job Code | | Extra Duty | Ac | count Type | Account Code | Amount | Percent | |
| | E | Ω | ABAD - ASST BUS AD | M DIRECTOR | 23 - TRAVEL ST | IPEND | ₿ | 199-41-6139.00-726-499000 Total: | 3,000.00 3,000.00 | 100.000% 100.000% | |
| | بايم. ا | Ω | ABAD - ASST BUS AD | M DIRECTOR | | | G | 199-41-6119.00-726-499000 Total: | 75,942.00 75,942.00 | 100.000% 100.000% | |
| | Rows: 1 of | 2 Refres | ı Totals | | · | | | | | Add | |
| | | | | | | • | | | | | |
| | Job Code | e: (| ABAD - ASST BUS ADM | DIRECT \$ | | | | | | | |
| | Extra Du | uty Code: (| 23 TRAVEL STIPEND B | \$ | | Activity Co | de: (| 79 Other Supplemental | *) | Re-sort | |
| | Account | Type: | B Non-IRS taxable bus a | : 60°II | | TRS Grant | Code: | | | | |
| | Account | Code: | 199-41-6139.00-726-49 | | PA | Worker's C | iomp Code: (| | ‡) | | |
| | Descript | ion: E | MPLOYEE ALLOWANGE | Ž Ž | RE | Expense 3 | 73: | N Account not used in ASP dist- | :] | | |
| | Amount | : (| 3,000,00 out 073,7 | 0 8 2024 | E A | Employer (| Contribution: ر | 7 | ann and | | |
| | Percent | 1 | 00.000% 5 | 724 | RECEIVED PAYROLL DEPT | Performano | ce Pay: | _ _ | | | |
| | | | | | ~ | | | | | | |

EAGLE PASS INDEPENDENT SCHOOL DISTRICT PROFESSIONAL HIRING SCHEDULE 2024-2025

BASED ON \$55,000 STARTING SALARY

| PAY STEP EXPERIENCE | STATE MINIMUM | LOCAL SALARY* | PROFESSIONAL SUPPORT POSITIONS | ADDITIONAL PAY*** |
|---------------------|---------------|---------------|--|-------------------|
| 0 | 33,660 | 55,000 | BUSINESS & SPECIAL EVENTS OFFICER | 5,500 |
| 1 | 34,390 | 55,050 | COUNSELOR- HEAD HIGH SCHOOL | 10,000 |
| . 2 | 35,100 | 55,100 | COUNSELOR- HEAD JR. HIGH | 7,000 |
| 3 | 35,830 | . 55,150 | COUNSELOR - LICENSED PROFESSIONAL | 7,000 |
| 4 | 37,350 | 55,200 | COUNSELOR | 6,000 - |
| 5 | 38,800 | 55,300 | LIBRARIAN: LEARNING RESOURCE CERTIFICATION | 4,000 |
| 6 | 40,410 | 55,400 | LIBRARIAN: LEARNING RESOURCE ENDORSEMENT | 3,750 |
| 7 | 41,830 | 55,500 | SPECIAL EDUCATION: | |
| 8 | 43,170 | 55,600 | ASSESSMENT SPECIALIST | 4,000 |
| 9 | 44,440 | 55,700 | DIAGNOSTICIAN | 6,000 |
| 10 | 45,630 | 55,800 | LICENSED SPECIALIST- SCHOOL PSYCHOLOGY | 7,500 . |
| 11 | 46,770 | 55,900 | LICENSED SPEECH PATHOLOGIST | 17,000 |
| 12 | 47,850 | 56,000 | PHYSICAL THERAPIST | 5,500 |
| 13 | 48,850 | 56,100 | PHYSICAL THERAPIST ASST. | 3,500 |
| 14 | 49,810 | 56,200 | SPEECH THERAPIST | 5,500 |
| 15 | 50,710 | 56,300 | SPEECH PATHOLOGIST ASSISTANT | 3,500 |
| 16 | 51,570 | 56,400 | TEACHER-AUDITORY/VISUALLY IMPAIRED | 3,000 |
| 17 | 52,370 | 56,500 | . PEP SUPERVISOR | 1,500 |
| . 18 | 53,140 | 56,600 | PUBLIC INFORMATION OFFICER | 5,500 |
| 19 | 53,860 | 56,700 | REGISTERED NURSE | 2,150 |
| 20** | 54,540 | 56,800 | SOCIAL WORKER | 1,500 |

^{*}LOCAL SALARY STEP AMOUNT OF \$50(\$100 IS BASED ON 187 WORKING DAYS AND IS PRORATED BASED ON ADDITIONAL WORKING DAYS FOR EACH YEAR OF EXPERIENCE. THE LOCAL SALARY STEP INCREASE IS NOT STATE MANDATED AND IS NOT AUTOMATIC. IT IS PART OF THE OVERALL SALARY APPROVED AT THE DISCRETION OF THE BOARD OF TRUSTEES.

THE PROFESSIONAL HIRING SCHEDULE INCLUDES:

ADMISSIONS & ATTENDANCE OFFICER (226 DAYS) ASST, BUS & FIN ADMIN, OIRECTOR (226 DAYS)

ASST. CATE DIRECTOR (226 DAYS) ASST. FOOD SERVICE DIRECTOR (226 DAYS)

ASST, NURSE COORDINATOR (217 DAYS)

ASST, TRANSPORTATION DIR. (226 DAYS)

ATHLETIC TRAINER (210 DAYS)

BAND DIRECTOR (217 DAYS)

BUSINESS & SPECIAL EVENTS OFFICER (226 DAYS) BUSINESS OPERATIONS MANAGER (238 BAYS) COUNSELOR (192-226 DAYS)

HR OFFICER (226 DAYS)

PEP SUPERVISOR (225 DAYS)

PUBLIC INFO, OFFICER (226 DAYS)

REGISTERED NURSES (192 DAYS)

SCHOOL FACILITIES SUPERVISOR (226 DAYS)

SOCIAL WORKER (192 DAYS)

SP. ED. ASSESSMENT SPECIALIST (210 DAYS)

SP. ED. AUDIOTORY/VISUALLY IMPAIRED TEACHER (187 DAYS)

SP. ED. DIAGNOSTICIAN (202 DAYS)

SP. ED. LICENSED SPECIALIST- SCHOOL PSYCHOLOGY (202 DAYS)

SP. ED. LICENSED SPEECH PATHOLOGIST (202 DAYS)

SP. ED. OCCUPATIONAL THERAPIST (202 DAYS)

SP. ED. SPEECH PATHOLOGIST ASST. (202 DAYS)

SP. ED. PHYSICAL THERAPIST ASST. (202 DAYS)

SP. ED. PHYSICAL THERAPIST (202 DAYS)

SP, POP, EVALUATOR (226 DAYS)

SPVR, F/S AND WAREHOUSE OPERATIONS (238 DAYS)

TEACHER (187-217 DAYS)

WEBMASTER (226 DAYS)

^{**}NEW HIRED TEACHERS, COUNSELORS, LIBRARIANS, AND RNS, INCLUDING PREVIOUSLY EMPLOYEED SCHOOL DISTRICT EMPLOYEES, WILL BE PAID ACCORDING TO THE PROFESSIONAL HIRING SCHEDULE PAY STEP BASED ON THE YEARS OF EXPERIENCE, HIRED OR REHIRED EMPLOYEES WITH OVER 20 YEARS OF EXPERIENCE WILL BE PLACED AT PAY STEP 20.

^{**} OTHER PROFESSINAL POSITIONS, INCLUDING PREVIOUSLY EMPLOYED DISTRICT EMPLOYEES, WILL BE PAID BASED ON THE MINIMUM OF TH EPROFESSIONAL HIRING SCHEDULE PAY STEP OR AS APPROVED BY THE SUPERINTENDENT.

^{***}ADDITIONAL PAY ADDED TO HIRING AMOUNT FOR SPECIFIC PROFESSIONAL SUPPORT POSITIONS AND IS PRORATED BASED ON 187 WORKING DAYS.

EAGLE PASS INDEPENDENT SCHOOL DISTRICT OTHER PROFESSIONAL LIST 2024-2025

ADMISSIONS & ATTENDANCE OFFICER

ASST. BUSINESS & FINANCE ADMIN. DIRECTOR

ASST. CATE DIRECTOR

ASST, FOOD SERVICE DIRECTOR

ASST. NURSE COORDINATOR

ASST. TRANSPORTATION DIRECTOR

ATHLETIC TRAINER

BUSINESS & SPECIAL EVENTS OFFICER

BUSINESS OPERATIONS MANAGER

HR OFFICER

MICROCOMPUTER TECHNICIAN

PEIMS DATA ANALYST

PEP SUPERVISOR

PUBLIC INFORMATION OFFICER

SCHOOL FACILITIES SUPERVISOR

SPECIAL POP. EVALUATOR

SPVR. F/S AND WAREHOUSE OPERATIONS

WEBMASTER



| | | And the second contract with the second contract of the second contr | na provincejenskih v z mij berlisk pl kome Navinskih nis orosko mrajenje semin pline, plomostim insk i mirra | |
|--|--|--|--|--------|
| | | Year. C | Frequency: 5 | Change |
| Employee: 3 : FERNANDEZ, ANA SOFIA | | | | |
| | | | | |
| Delete Selected | | | | |
| Contracted employee | | | | |
| | Primary Campus: 726 FINANCE D | DEPT. Y | | |
| AND CONTROL OF THE STATE OF THE | Dept: | | | |
| Rows: 1 of 1 | | | - | |
| | | | | |
| Contract Info | | | | |
| Pay Type: 1 Contracted employee Pay Grade: 007 | 2 | Hrs Per Day: 8.000 Incr Pay | Step: 🗸 | |
| 73,342.00 | nual Pymts: 24 Remaining Pymts: 24 | Concept: Use midpoint table | | |
| # of Months in Contract: 12 State Min Days: 226 Valid | pasic days in contract ✔ Base Annual: [131 | ,613.36 | | |
| Daily Rate: 336.030 = Contract Total: 7 | 5,942.00 / # of Days Empld: 226 | # Days Off. 0.0 | int Job: | |
| Pay Rate: 3,164.25 = Contract Total: 7 | 5,942.00 / # Annual Pymts: 24 | Payoff Date: 06-26-2025 Wkl | y Hrs Sched: 40 | |
| Reg Hrs Worked: 0.00 OVTM Elig: OVTM Ra | e: 0.00 Hrly Rate: 0.00 Exen | opt Status: | r pro staff | |
| | | | | |
| State Info State Step: Ref Yrs in Career Ladder: TRS Year | TRS Member Pos: 01 Professional s | staff Wholly Sep Amt: | | |
| State Min Standard = Foundation | 229.221) X % [100%] | X # of days (225) Retires | 0.00 | ລ |
| Salary: Daily Rate: | Assigned: (100%) | Empld Exception: | | ט |
| Calendar/Local info | | | | |
| Calendar Cd: [13 - 226 Days Begin Date: | 07-01-2024 End Date: 06-12-2025 | # of Days Empld: 226 Ex | clude Days for TEA: | |
| Years Job Exp: O Local Contract Day | 226 | | • | |
| | | | | |
| WC Code: CCLASS C- PROFESSIONA 0 003000 VC | Ann Pumter W/C Pempin | | | |
| WC Code: (C CLASS C- PROFESSIONA 0.003000 ♥) WC | Ann Pymts: 24 WC Remain: 24 | | | |
| | | | | |
| Accrual Info | | | | |

Employee:): FERNANDEZ, ANA SOFIA

The same 6 12 多多量

| Delete | Details | Job Code | Extra Duty | Account Type | Account Code | Amount | Percent |
|-----------|---------|--|--|--------------|---|---|--|
| | | ABAD ~ ASST BUS ADM DIRECTOR | 23 - TRAVEL STIPEND | B | 199-41-6139.00-726-499000 | 3,000.00 | 100.000% |
| | | | | | Total: | 3,000.00 | 100.000% |
| | | ABAD - ASST BUS ADM DIRECTOR | | G | 199-41-6119.00-726-499000 | 75,942.00 | 100.000% |
| | | | | | Total: | 75,942.00 | 100.000% |
| Rows: 1 c | of 2 | u caard fundimich studentes is k-g eil für und fin, des finderes erzägense bit vor für des ein dazungen dit die es blein | etissellakunusullik papusikko yan, likulukanyulukakanondiky y Schiololykakkikololololololololololo | | ngaya, a kandululun ngayani 1904 ilikur n, didaluman, dan in-mil Mayar in-Mahamma in hadi ingaya, bidalum | elit sistemak a simigah ist seperak arawak araw | ellikulis perfecie opnik unitera volkite da jeljekor |

| Job Code: | | | | |
|------------------|-------------------------------|------------------------|---------------------------------|---|
| Extra Duty Code: | | Activity Code: | 79 Other Supplemental | 3 |
| Account Type: | B Non-TRS taxable bus allow 💙 | TRS Grant Code: | | |
| Account Code; | 199-41-6139.00-726-499000 | Worker's Comp Code; | | ~ |
| Amount | EMPLOYEE ALLOWANCES | Expense 373: | N Account not used in ASB distr | ¥ |
| | 3,000.00 out of 3,000.00 | Employer Contribution: | Π | |
| Percent | 100.000% | Performance Pay: | | |

Year: C

Frequency: 5

Change

| Pay Type: 1 Contracted e Total: 75,942.00 B # of Months in Contract: 1 Daily Rate: 336.030 Pay Rate: 3,164.25 | Salance: 75,942.00 # of Annual Pymts: 24 Remaining Pymts: 24 Concept: Use midpoint table | |
|--|--|---|
| Rows: 1 of 1 Contract Info Pay Type: 1 Contracted e Total: 75,942.00 B # of Months in Contract: 1 Daily Rate: 336.030 Pay Rate: 3.164.25 | Primary Campus: 726 FINANCE DEPT. Dept Dept Pay Grade: 007 V Pay Step: Sched Max Days: Hrs Per Day: 0.000 Incr Pay Step: Relaince: 75.942.00 # of Annual Pymts: 24 Remaining Pymts: 24 Concept: Use midpoint table State Min Days: 226 Valid basic days in contract V Base Annual: 131.613.36 = Contract Total: 75.942.00 / # of Days Empld: 226 # Days Off: 0.0 Vacant Job: = Contract Total: 75.942.00 / # Annual Pymts: 24 Payoff Date: 06-26-2025 Wkly Hrs Sched: 40 | |
| Contract Info Pay Type: 1 Contracted e Total: 75,942.00 B # of Months in Contract: 1 Daily Rate: 336.030 Pay Rate: 3,164.25 | Dept Dept D | |
| Contract Info | | |
| Contract Info Pay Type: 1 Contracted e Total: 75,942.00 B # of Months in Contract: 1 Daily Rate: 336.030 Pay Rate: 3,164.25 | Balance: 75,942.00 # of Annual Pymts: 24 Remaining Pymts: 24 Concept: Use midpoint table 12 State Min Days: 226 Valid basic days in contract ✓ Base Annual: 131,613,36 = Contract Total: 75,942.00 / # of Days Empld: 226 # Days Off: 0.0 Vacant Job: = Contract Total: 75,942.00 / # Annual Pymts: 24 Payoff Date: 06-26-2025 Wkly Hrs Sched: 40 | |
| Pay Type: 1 Contracted e Total: 75,942.00 B # of Months in Contract: 1 Daily Rate: 336.030 Pay Rate: 3,164.25 | Balance: 75,942.00 # of Annual Pymts: 24 Remaining Pymts: 24 Concept: Use midpoint table 12 State Min Days: 226 Valid basic days in contract ✓ Base Annual: 131,613,36 = Contract Total: 75,942.00 / # of Days Empld: 226 # Days Off: 0.0 Vacant Job: = Contract Total: 75,942.00 / # Annual Pymts: 24 Payoff Date: 06-26-2025 Wkly Hrs Sched: 40 | |
| Pay Type: 1 Contracted e Total: 75,942.00 B # of Months in Contract: 1 Daily Rate: 336.030 Pay Rate: 3,164.25 | Balance: 75,942.00 # of Annual Pymts: 24 Remaining Pymts: 24 Concept: Use midpoint table 12 State Min Days: 226 Valid basic days in contract ✓ Base Annual: 131,613,36 = Contract Total: 75,942.00 / # of Days Empld: 226 # Days Off: 0.0 Vacant Job: = Contract Total: 75,942.00 / # Annual Pymts: 24 Payoff Date: 06-26-2025 Wkly Hrs Sched: 40 | |
| Total: 75,942.00 B # of Months in Contract: 1 Daily Rate: 336.030 Pay Rate: 3,164.25 | Balance: 75,942.00 # of Annual Pymts: 24 Remaining Pymts: 24 Concept: Use midpoint table 12 State Min Days: 226 Valid basic days in contract ✓ Base Annual: 131,613,36 = Contract Total: 75,942.00 / # of Days Empld: 226 # Days Off: 0.0 Vacant Job: = Contract Total: 75,942.00 / # Annual Pymts: 24 Payoff Date: 06-26-2025 Wkly Hrs Sched: 40 | |
| # of Months in Contract: [] Daily Rate: 336.030 Pay Rate: 3,164.25 | State Min Days: | |
| Daily Rate: 336.030 Pay Rate: 3,164.25 | = Contract Total: 75,942.00 / # of Days Empld: 226 # Days Off: 0.0 Vacant Job: = Contract Total: 75,942.00 / # Annual Pymts: 24 Payoff Date: 06-26-2025 Wkly Hrs Sched: 40 | |
| Pay Rate: 3,164.25 | = Contract Total: 75,942.00 / # Annual Pymts: 24 Payoff Date: 06-26-2025 Wkly Hrs Sched: 40 | |
| Reg Hrs Worked: 0.00 | |) |
| | OVTM Elig: OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status: EEOC: 12 Other pro staff |) |
| State Info | | |
| State Step: 08 Yrs in C | (a) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c | |
| State Min 51,804.00 | 1 /29./211 1100% | |
| Calendar/Local Info | | |
| Calendar Cd: 13 - 226 D | Days Begin Date: 07-01-2024 End Date: 06-12-2025 # of Days Empld: 226 Exclude Days for TEA | |
| Years Job Exp: 0 | Local Contract Days: 226 | |
| Workers' Comp Info | | |
| WC Code: | WC Ann Pyrnts: 24 WC Remain: 24 | |
| | | |

14.675.0

Save successful

v Payroll 🔢

A

EP000010067

Year: C

Frequency: 5

Change

Employee: : FERNANDEZ, ANA SOFIA

| 1023 | 3-12-2 |
|------|--------|
| | 12223 |
| _ | _ |

4







Υ<u>Ω</u>

| Delete | Details | Job Code | Extra Duty | Account Type | Account Code | Amount | Percent |
|-----------|---------|------------------------------|---------------------|--------------|---------------------------|-----------|----------|
| | | BSEO - BUS & SPEC EV OFFICER | 23 - TRAVEL STIPEND | В | 199-41-6139.00-726-499000 | 3,000.00 | 100.000% |
| • | | | | | Total: | 3,000.00 | 100.000% |
| | | BSEO - BUS & SPEC EV OFFICER | | G | 199-41-6119.00-726-499000 | 75,942.00 | 100.000% |
| | | | | | Total: | 75,942.00 | 100.000% |
| | | | | | | | |
| Rows: 1 o | f 2 | | | | | | |

| Job Code: | | | | | |
|-----------------|-----------------------------|-------------------------|------------------------|---------------------------------|-------------------------|
| Extra Duty Code | : | | Activity Code: | 79 Other Supplemental | $\overline{\mathbf{v}}$ |
| Account Type: | B Non-TRS taxable bus allow | $\overline{\mathbf{v}}$ | TRS Grant Code: | | |
| Account Code: | 199-41-6139.00-726-499000 |) | Worker's Comp Code: | | ~ |
| | EMPLOYEE ALLOWANCES | | Expense 373: | N Account not used in ASB distr | ~ |
| Amount | 3,000.00 out of 3,000.00 | | Employer Contribution: | | |
| Percent | 100.000% | | | | |
| | 200,000 // | | Performance Pay: | | |

Eagle Pass Independent School District

F-230 #: 1412

Human Resources Employee Status Change Form 587 Madison St. - Eagle Pass, Texas 78852

Employee Information

Employee Name: Ana Sofia Fernandez

ID: Pay Grade: 007 - 007

Current Employee, TRS Retiree:

Working days: 226 to 226, - hours per week Position: Asst. Business & Finance Director -Business & Special Events Officer at 726 -Business & Finance - 726 - Business & Finance

Employee Leave:

HECEIVED PAYROLL DEPT

JUL 18 2024

SCHOOL YEAR 2024-2025

Reason for change: Title change to Business & Special Events Officer as per approved 2024-2024 Professional Hiring Schedule New_Title_with__No_change_in_Pay__complete_section_5_and_6_

Start Date: End Date:

New Position or Employee Reassignment/Transfer

at

replacing

Part-Time w/No Benefits Per Week: - Part-Time w/No Benefits Hours Per Month:

Supplemental:

Current: - -

Add: - -

Delete: - -

Previous Employee Information: , ID ,

Employee Leave:

Current Account: 199-41-6119-00-726-4-99000-Percentage: 100 % New Account: 199-41-6119-00-726-4-99000-Percentage: 100 %

Additional Information for Change: Title change to Business & Special Events Officer as per approved 2024-2024 Professional Hiring Schedule

F-230 Notes by Deputy Supt. for B&F:

| Step | Name | Account | Date |
|---|-------------------|-----------------------|---------------------|
| Form Submitted | Tohul L. Valero | EPISD\tvalero | 05/30/2024 09:22 AM |
| Create Req# | Workflow | _workflow | 05/30/2024 09:22 AM |
| Organization Approval | John Cox | jcox@eaglepassisd.net | 05/30/2024 11:26 AM |
| Organization Approval | Jesus A. Costilla | EPISD\jcostilla | 06/04/2024 02:09 PM |
| DSC Approval | Tohui L. Vaiero | EPISD\tvalero | 07/01/2024 10:40 AM |
| DSC Approval | Gaby Vandermaal | EPISD\gvandermaal | 07/01/2024 10:42 AM |
| Deputy Supt. For Business and Ismael Mijares Finance Approval | | EPISD\lmijares | 07/01/2024 02:58 PM |

Verified by Human Resources

1. Date: 7/17/24

2. Fan M. Dr. Date: 7/18/24

xc. Rupiter Dreat Date: 7/18/24

| | PA | YROLL S | ALARY AD | JUS I MEN I | FURIN | | |
|----------------------------------|------------------------------------|-----------------------------|-------------------|--------------------|------------------|-------------------|-------------------------|
| Employee Name: | | Ana Sofia Fern | andez | | ID: | | |
| Pay Period: | | 7/26/202 | 3 | | Campus: | 72 | 6 |
| Position: | Asst. | Business Admi | n. Director | | Job Code: | ABA | AD. |
| Account: | 199- | -41-6119-00-72 | 6-499-000 | | 100% | | |
| | | | | | | | |
| | | | | | | | |
| | | REA | SON FOR AD | JUSTMENT | | | |
| New Employee: | | Special Ed: | | Chairperson: | | | |
| Coaching Stipend: | | Master's: | | Promotion: | | | |
| Reassignment: | a produced base in gardinary or in | Other: | Adding step and r | new additional pay | for positon in 2 | 23-24. | |
| FICA Eligibility | М | TRS Status: | 1 | Рау Туре: | 1 | Pay Grade: | 007 |
| 1 | 07 | - | | Hrs p/day: | | | |
| Balance: | \$ 70,645.76 | | | Remain. Pymts: | | # of Months: | |
| State Min. Days: | | - | | Hrly Rate: | | | |
| 1 | | Payoff Date: | 6/26/2024 | Wkl.Hrs.Schd: | 180 | TRS Member Pos: | 12 |
| Calendar Code: | | 13 | | No. of D | on: | 22 | 6 |
| Contract Begin Date: | | | 490 | Coff | DEM BOOK | 6/13/2 | 2024 |
| Effective Date: | 7/3, | /2023 | | No. of D | ays employed: | 22 | 6 |
| \$66,779.02 Contract Amount | + | \$ 5,646.66 Extra Amount | + | Extra Amount | . = | \$ Total Contra | 73,425.68 |
| 226 | | | \$ | | | \$ | |
| No. of Days to | work | - X | | · 295.48 Rate | | ₹ Total Contra | 66,779.02 act Earned |
| Description of Extra: | | Base salar | v | Account : | • | | |
| 226 | | х | \$ | 29.41 | | \$ | 6,646.66 |
| No. of Days to | work | | Daily | Rate | | Total Extra | a Earned |
| Description of Extra: | | | 23-24 Professi | onal Support Posi | tion Stipend. | | |
| | | _ x | | | | \$ | - |
| No. of Days to | work | | Daily | Rate | | Total Extr | a Earned |
| Description of Extra: | | | | | | | |
| | | | | | tract Amount: | | 73,425.68 |
| \$ 2,779.92 Pay Rate | x | 1 Payments | | /2023 n- To | . = . | \$ Contrac | 2,779.92 t Paid |
| ray nace | | rayments | F101 | 11- 10 | _ | | at raiu |
| Pay Rate | × | Payments | Fron | n- To | . = . | \$ Contrac | t Paid |
| Description: | | | | Account : | | | |
| | х | | | | = | \$ | - |
| Pay Rate | | Payments | From | n- To | - | Contrac | t Paid |
| | | | | Total (| Contract Paid: | \$ | 2,779.92 |
| \$ 70,645.76 Contract Balance | ÷ | 23 | 7/26/2023 | 6/26/2024 To | | \$ | 3,071.55 |
| Marital Status: | NO. 01 F | ayments | From | | | Semi Monthl | |
| 1 | | Single/Married | | Married Jointly | | Head of Housel | 1014 |
| Children under 17: | | Other Dep: | | Additiona | l Withholding: _ | 3 | |
| Bank Account N | umber | - | Bank Routi | ng Number | - | | Bank Code |
| | | | | | | | |
| Note: | | | · | | | | |
| \ | 44.7 | 17.73 | MMI mio | day 7/17/ | 25 >> | | 77713 |
| Asst Ausiness Admi | ×× | | Asst. Business | Admin. Director | | Payroll D | irector |

EAGLE PASS INDEPENDENT SCHOOL DISTRICT HUMAN RESOURCES EMPLOYEE STATUS FORM HR-230 THIS FORM MUST BE PREPARED BY THE HUMAN RESOURCES DEPARTMENT

| {A} Employee Status:─New ∑Current ∑Full | -Time Part-Time | Sub TRS Retiree Yes | \square No \boxtimes |
|--|-------------------------|--|--------------------------|
| Other: Frin | ige Benefits: Yes | No Hrs per Week: | |
| Name: Fernandez Ana | | S. | |
| | First | M. | |
| I.D. /Soc Sec #: | Campus/Dept: 120-6 | BUSINESS & FINANCE | |
| Degree: BA/BS MA/MS Pay Grade: 7 | | | |
| Job Title: Asst. Business Admin. Dir | ector Jo | b Code: ABAD | |
| Effective Date of Change: | Board/Supt. Agend | da Date: 11/14/23 | |
| Account Code(s): see attachment | | | |
| | | | |
| {B} Salary or Rate (Salary Calculation Form Attached): | | | |
| Pay Grade Minimum | Per Sup | plemental/Salary Schedule | |
| Hourly Rate | <u> </u> | | |
| | | | |
| (C) Employee Status Change (HR Employee Letter A | ttached as applicable): | | |
| FMLA WC Extended Leave | New Job Title | | - |
| Pay Grade Reclassification | New Job Code _ | | |
| Promotion | New Pay Grade | | |
| Resignation/Termination | Reassignment _ | RECENED | |
| Retirement | Transfer | PAYROLL DEPT | |
| Supplemental Add Delete | Other | | |
| Additional Info: 2023-2024 equity adjustments | | DEC 1 2 2023 | |
| | | SCHOOL YEAR | ,, |
| 4.67.17. | | 2023-2024 | |
| Account Code(s): | | والمراجع والمراجع والمراجع المراجع والمراجع والم | |
| 1.) PAN M. Da 11/14/23 HUMAN RESOURCES OFFICER DATE | 2.5 WW EKECUTIV | Octuv Colla, 1 De director for hr 1 | 1/14/27 DATE |
| DEPUTY SUPT. FOR BUX. & FIN. DATE | 4.)SUPERINT | TENDENT I | DATE |

HR230 Revised 11/22

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

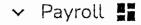
DEPARTMENT OF HUMAN RESOURCES

SALARY CALCULATION FORM (EMPLOYEE FILE)

| NAME: Ana Sofia Femandez PREVIOUS EMPLOYEE: | ID#: ID#: | | | | |
|--|---|--|--|--|--|
| (AS APPLICABL | | | | | |
| · I. | ASSIGNMENT | | | | |
| VACANCY: NEW POSITION POSITION: Asst. Business Admin. Director LOCATION: Finance Dept. PAY GRADE: 07 BASE PAY: \$66,779.02 ADDITIONAL PAY: \$6,646.66 STIPEND(S): \$ | PREVIOUS POSITION: Asst. Business Admin. Director LOCATION: Finance Dept. PAY GRADE: 07 BASE PAY: \$66,718.00 ADDITIONAL PAY: \$ STIPEND(S): \$ | | | | |
| TOTAL PAY: \$73,425.68 HRS: DAILY/HRLY RATE: \$324.89 DAYS: 226 TRAVEL: \$3000.00 ACCOUNT CODE: 199-41-6139-00-726-499-000 199-41-6119-00-726-499-000 | TOTAL PAY: \$66,718.00 HRS: DAILY/HRLY RATE: \$295.21 DAYS: 226 TRAVEL: \$3000.00 ACCOUNT CODE: 199-41-6139-00-726-499-000 199-41-6119-00-726-499-000 | | | | |
| | REGEIVED PAYROLL DEPT CERTIFICATION | | | | |
| CURRENTLY CERTIFIED: YES: NO: | DEC 1 2 2023 | | | | |
| CERTIFICATION AREA(S): | SCHOOL YEAR | | | | |
| 2023-2024 STANDARD: ALTERNATIVE: NON-RENEWABLE PERMIT: | | | | | |
| EMERGENCY PERMIT: OTHER: | | | | | |
| m. | EXPERIENCE | | | | |
| EPISD (PARA-PROF) EXPERIENCE: year(s) | EPISD (PROF) EXPERIENCE: year(s) | | | | |
| OTHER EXPERIENCE: year(s) TO | TAL EXPERIENCE: year(s) | | | | |
| PROFESSIONAL HIRING PAY STEP EXPERIENCE | E: N/A year(s) | | | | |
| VERIFIED: Jum. D. 11/6/23 Payroll Director | | | | | |
| APPROVED: AW Utto Cottle 11/14/23 Deputy Superinfendent for B&F | | | | | |
| | Pay, Stipend(s) included with annual salary, and Travel as approved on ble. This form is not required for employee pay increases recommended the Annual Budget. | | | | |
| PROCESSED BY: Way 2.14. 7 *VE | PLL USE ONLY* ERIFIED BY: MA (990) 12/14/23 HUMAN RESOURCE PAYROLL DATE | | | | |
| EFFECTIVE PAY PERIOD: | OIFFERENT EMPLOYEE MUST PROCESS AND VERIFY FOR PAYROLL USE SECTION. | | | | |



Maintenance > Staff Job/Pay Data



EP000009554

Year: C

Extra Duty

Frequency: 5

Account Type

В

G

Total:

Total:

Change

Amount

3,000.00

3,000.00

73,425.68

73,425,68

SCHOOL YEAR

2023-2024

Perc.

100.00

100.00

100.00

100.00

Employee: 3: FERNANDEZ, ANA SOFIA

Details Job Code















| al |
|----|
| A |

66,718.000 61.020

5,646.660 73,425.680

dol

Delete

Code:

Rows: 1 of 2

Extra

Duty Code:

Account Type:

B Non-TRS taxable bus allow

Account

199-41-6139.00-726-499000

Code:

EMPLOYEE ALLOWANCES 3 000 001 out of 3 000 00 Amount:

ABAD - ASST BUS ADM DIRECTOR 23 - TRAVEL STIPEND

73,425.680

ABAD - ASST BUS ADM DIRECTOR

556* 324•893 Activity Code:

79 Other Supplemental

TRS Grant Code:

Worker's Comp Code:

Expense 373:

N Account not used in ASB distr

Employer Contribution:

Help

PAYROLL

Account Code

199-41-6139.00-726-499000

199-41-6119.00-726-499000

| , | PAYROLL SALARY ADJUSTMENT FORM | | | | | | | |
|---|--|-----------------------------|--|--|------------|-----------------|-------------------|------------------------|
| Employee Name: | | Ana Sofia Ferna | indez | | i | D: _ | | |
| Pay Period: | | 7/26/2023 | l | | С | ampus: | 726 | 5 |
| Position: | Asst, | Business Admir | n. Director | | je | ob Code: | ABA | D |
| Account: | 199- | 41-6119-00-720 | 5-499-000 | , | | 100% | | |
| | | | | | | | | |
| | | | | | | | | |
| | | REA | SON FOR | ADJUSTME | NT | | | |
| New Employee: | | Special Ed: | | Chairper | son: | | | |
| Coaching Stipend: | | Master's: | | Promotio | on: | | | |
| Reassignment: | | Other: | Adding step a | nd new addition | nai pay fo | or positon in 2 | 23-24. | |
| FICA Eligibility_ | M | TRS Status: | 1 | | | | Pay Grade: | 007 |
| Pay Step: _ | 07 | State Step: | 07 | Hrs | o/day: | 8 | Contract amount: | \$66,779.02 |
| Balance: _ | \$ 70,645.76 | Annual Pymts: | | | | 23 | | |
| State Min. Days: _ | 226 | St. Min. Salary: | \$ 50,19 | 86.00 Hrly | Rate: | \$ - | O/T Rate: | \$ - |
| _ | | Payoff Date: | 6/26/202 | | | | TRS Member Pos: | |
| Calendar Code: _ | | .3 | | N | | | 226 | |
| Contract Begin Date: _ | | | | | | | 6/13/2 | |
| Effective Date: | CONTRACTOR OF THE PERSON OF TH | | | No | o. of Day | s employed: | . 226 | |
| \$66,779.02 Contract Amount | | \$ 6,646.66 Extra Amount | + | Extra An | nount | = . | Ş Total Contra | 73,425.68 ct Amount |
| 226 | | X | \$ | en al lacondo la lacondo de la lacondo d | 95.48 | | Ś | 66,779.02 |
| No. of Days to w | vork | . ^ . | | Daily Rate | | - | Total Contra | |
| Description of Extra: | | Base salar | Υ | ^ Acc | ount ; | | | |
| 226 | | х . | \$ | | 29.41 | | \$ | 6,646.66 |
| No. of Days to v | vork | | | aily Rate | | | Total Extra | Earned |
| Description of Extra: | | | 23-24 Prof | essional Suppor | t Positio | n Stipend. | | |
| No. of Days to v | vork | . х | [| Daily Rate | | - | \$ Total Extra | Earned |
| Description of Extra: | | | | | | | | |
| | | 100 100 5°4.7° | ······································ | Total Ac | ij. Contr | act Amount: | \$ | 73,425.68 |
| \$ 2,779.92 | Х | natorest | | /12/2023 | | = | \$ | 2,779.92 |
| Pay Rate | | Payments | 14 = 17 | From- To | | • | Contract | |
| | x | per 1 | | | | = . | \$ | - |
| Pay Rate | | Payments | | From- To | | | Contract | : Paid |
| Description: _ | | 44 -44 | DL YEAR | <u> </u> | ount: | | ۸ | |
| Pay Rate | x | Payments | 3-2024 | From- To | | = - | \$ Contract | Paid |
| , , , , , , , , | | , | | | Total Co | ntract Paid: | \$ | 2,779.92 |
| \$ 70,645.76 | ÷ | 23 | 7/26/202 | 3 6/26/2 | 024 | | \$ | 3,071.55 |
| Contract Balance | No. of P | ayments | From | To | | | Semi Monthly | |
| Marital Status: | | Single/Married | | Married Jo | _ | | Head of Househ | old |
| Children under 17: | | Other Dep: | | Add | litional V | Vithholding: _ | \$ | - |
| Bank Account Nu | mber | | Bank R | outing Number | | | - | Bank Code |
| <u> </u> | | | | | | | | |
| Note: | | | | | | | ,,, | |
| \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\ | 4.7 | 17.73 | DMA a | niedav 7 | כלדון | ? >> | | 7773 |
| Asst Susiness Admin | . Director | | Asst. Busine | es Admin. Dire | ctor | | Payroll Di | rector |

PAYFOLL DEP

EAGLE PASS INDEPENDENT SCHOOL DISTRIC PROFESSIONAL HIRING SCHEDULE 2023-2024

BASED ON \$53,000 STARTING SALARY

| PAY STEP EXPERIENCE | STATE MINIMUM | LOCAL SALARY' | PROFESSIONAL SUPPORT POSITIONS | ADDITIONAL PAY*** | |
|---------------------|---------------|---------------|--|------------------------------------|----------|
| 0 | 33,660 | 53,000 | ASST. BUSINESS ADMIN. DIR SPECIAL EVENTS | 5,500 | |
| 1 | 34,390 | 53,050 | COUNSELOR- HEAD HIGH SCHOOL | 10,000 | |
| 2 | 35,100 | 53,100 | COUNSELOR- HEAD JR. HIGH | 7,000 | |
| 3 | 35,830 | 53,150 | COUNSELOR - LICENSED PROFESSIONAL | 7,000 | |
| 4 | 37,350 | 53,200 | COUNSELOR | 6,000 | |
| 5 | 38,800 | 53,300 | LIBRARIAN: | | |
| 6 | 40,410 | 53,400 | LEARNING RESOURCE CERTIFICATION | 4,000 | |
| 7 | 41,830 | 53,500 | LEARNING RESOURCE ENDORSEMENT | 3,750 | |
| 8 | 43,170 | 53,600 | SPECIAL EDUCATION: | co | 5 |
| 9 | 44,440 | 53,700 | ASSESSMENT SPECIALIST | 4,000 5,000 2023 7,500 |) |
| 10 | 45,630 | 53,800 | DIAGNOSTICIAN | 5,000 23-2024 7,500 2,500 2,500 | ž. |
| 11 | 46,770 | 53,900 | LICENSED SPECIALIST: SCHOOL PSYCHOLOGY | 7,500 | 5 |
| 12 | 47,850 | 54,000 | LICENSED SPEECH PATHOLOGIST | 17,000 | |
| 13 | 48,850 | 54,100 | PHYSICAL THERAPIST | 5,500 PA | 3 |
| 14 | 49,810 | 54,200 | PHYSICAL THERAPIST ASST. | 3,500 | , |
| 15 | 50,710 | 54,300 | SPEECH THERAPIST | 5,500 | j |
| 16 | 51,570 | 54,400 | SPEECH PATHOLOGIST ASSISTANT | 3,600 | |
| 17 | 52,370 | 54,500 | TEACHER-AUDITORY/VISUALLY IMPAIRED | 3,000 | |
| 18 | 53,140 | 54,600 | PEP SUPERVISOR | 1,500 | |
| 19 | 53,860 | 54,700 | PUBLIC INFORMATION OFFICER | 5,500 | |
| 20** | 54,540 | 54,800 | SOCIAL WORKER | 1,500 | |

*LOCAL SALARY STEP AMOUNT OF \$50(\$100 IS BASED ON 187 WORKING DAYS AND IS PROPARED BASED ON ADDITIONAL WORKING DAYS FOR EACH YEAR OF EXPERIENCE. THE LOCAL SALARY STEP INCREASE IS NO STATE MANDATED AND IS NOT AUTOMATIC. IT IS PART OF THE OVERALL SALARY APPROVED AT THE DISCRETION OF THE BOARD OF TRUSTEES.

**NEW HIRED TEACHERS, COUNSELORS, LIBRARIANS, AND RNS, INCLUDING PREVIOUSLY EMPLOYEED SCHOOL DISTRICT EMPLOYEES, WILL BE PAID ACCORDING TO THE PROFESSIONAL HIRING SCHEDULE PAY STEP BASED ON THE YEARS OF EXPERIENCE. HIRED OR REHIRED EMPLOYEES WITH OVER 20 YEARS OF EXPERIENCE WILL BE PLACED AT PAY STEP 20.

** OTHER PROFESSINAL POSITIONS, INCLUDING PREVIOUSLY EMPLOYED DISTRICT EMPLOYEES, WILL BE PAID BASED ON THE MINIMUM OF TH EPROFESSIONAL HIRING SCHEDULE PAY STEP OR AS APPROVED BY THE SUPERINTENDENT

****ADDITIONAL PAY ADDED TO HIRING AMOUNT FOR SPECIFIC PROFESSIONAL SUPPORT POSITIONS AND IS PROFATED BASED ON 187 WORKING DAYS.

THE PROFESSIONAL HIRING SCHEDULE INCLUDES:

| ADMISSIONS & ATTENDANCE OFFICER | BUSINESS OPERATIONS MANAGER | REGISTERED NURSES | SP. ED. OCCUPATIONAL THERAPIST |
|---------------------------------|-----------------------------|---|------------------------------------|
| ASST. BUS & FIN ADMIN. DIRECTOR | COUNSELOR | SCHOOL FACILITIES SUPERVISOR | SP. ED, SPEECH PATHOLOGIST ASST. |
| ASST. CATE DIRECTOR | HR OFFICER | SOCIAL WORKER | SP. ED, PHYSICAL THERAPIST ASST. |
| ASST, FOOD SERVICE DIRECTOR | LIBRARIAN | SP. ED. ASSESSMENT SPECIALIST | SP. ED. PHYSICAL THERAPIST |
| ASST, NURSE COORDINATOR | MICROCOMPUTER TECH. | SP. ED. DIAGNOSTICIAN | SP. POP, EVALUATOR |
| ASST, TRANSPORTATION DIR. | PEIMS DATA ANALYST | SP. ED. PARENT/TRAINER | SPVR, F/S AND WAREHOUSE OPERATIONS |
| ATHLETIC TRAINER | PEP SUPERVISOR | SP. ED. LICENSED SPECIALIST-SCHOOL PSYCHOLOGY | TEACHER |
| BAND DIRECTOR | PUBLIC INFO. OFFICER | SP, ED, LICENSED SPEECH PATHOLOGIST | WEBMASTER . |
| | | | |

| | TRAVEL STIPEND EQUITY ADJUSTMENTS 2023-2024 | | | | | | | | | | | | | |
|---|---|------------|----|--------|-------------------------|--------------|----------------|--------------------------|-----------------------------|---------------------------------|--|---|--|------------------------------|
| | Last Name | First Name | ID | Campus | Title | Pay Grade | No. of days | 2022-2023 Base 5alary | 2022-2023 Additional Pay | 2022-2023 Travel Stipend* | 2023-2024 Proposed Salary Increase | 2023-2024 Proposed Additional Pay | 72023-2024 Travel Stipend Increase | 2023-2024 Proposed Salary |
| 1 | SERNA | NORMA | | . 800 | FEDERAL PROGRAM DIR. | 17 | 226 | \$ 127,279.00 | s - | s · | s . | | \$ 3,000.00 | \$ 127,279.00 |

*Travel Stipend Increase not included in Salary.

Travel: \$ 3,000.00

2023-2024 Total Salary & Travel: \$ 130,279.00

2022-2023 Total Salary: \$ 127,279.00

Difference: \$ 3,000.00

| | | TRAVEL STIPEND EQUITY ADJUSTMENTS | | | | | | | | | | | | | |
|--|---|-----------------------------------|----------|--|--|----------------------------------|-----|-----|--------------|------------------------------|------|----------|-----|-------------|--------------|
| 2023-2024 Last Name First Name ID Campus Title Pay No. of 2022-2023 2022-2023 2022-2023 2022-2024 2023-20 | | | | | | | | | | 2023-2024 Proposed 5alary | | | | | |
| | 2 | BYRNE | DANIELLA | | | PUBLIC INFORMATION OFFICER | 007 | 226 | \$ 69,057.34 | \$ 6,646.66 | . \$ | \$ 61.02 | s - | \$ 3,000.00 | \$ 75,765.02 |

*Travel Stipend Increase not included in Salary.

Travel: \$ 3,000.00

2023-2024 Total Salary & Travel: \$ 78,765.02

2022-2023 Total Salary: \$ 75,704.00

Difference: 5 3,061.02

| | EQUITY ADJUSTMENTS | | | | | | | | | | | | | |
|---|--------------------|------------|----|--------|---------------------------------|--------------|----------------|--------------------------|-----------------------------|---------------------------------|--|---|--|------------------------------|
| l | 2023-2024 | | | | | | | | | | | | | |
| | Last Name | First Name | 10 | Campus | Title | Pay Grade | No. of days | 2022-2023 Base Salary | 2022-2023 Additional Pay | 2022-2023 Travel Stipend* | 2023-2024 Proposed Step Increase | 2023-2024 Proposed Additional Pay** | 2023-2024 Travel Stipend Increase* | 2023-2024 Proposed Salary |
| 3 | FERNANDEZ | ANA SOFIA | | i | ASST. BUSINESS & FIN. ADMIN. | 007 | 226 | 5 66,718.00 | \$ | \$3,000.00 | \$ 61.02 | \$ 6,648.66 | s - | \$ 73,425.68 |

*Travel Stipend Increase not included in Salary. **Proposed Additional Pay is \$5,500 based on 187 days.

Additional Pay: \$ 6,646.66

2023-2024 Total Salary & Travel: \$ 76,425.68

2023 Total Salary & Travel: 5 69,718.00

Difference: \$ 6,707.68

Approved

Samuel Mijeres, Superintendent

PAYRIOLL DEPT PAYRIOLL DEPT DEC 1 2 2023 SCHOOL YEAR 2023-2024

PROFESSIONAL HIRING SCHEDULE

2023-2024

BASED ON \$53,000 STARTING SALARY

| PAY STEP EXPERIENCE | OTATE BAILURALING | | | | | |
|---------------------|-------------------|--------------|--|-------------------|--|--|
| TATOTAL BALLINGE | STATE MINIMUM | LOCAL SALARY | PROFESSIONAL SUPPORT POSITIONS | ADDITIONAL PAY*** | | |
| 0 | 0 33,660 53,000 | | ASST. BUSINESS ADMIN. DIR SPECIAL EVENTS | 5,500 | | |
| 1 | 1 34,390 | | COUNSELOR- HEAD HIGH SCHOOL | 10,000 | | |
| 2 | 35,100 | 53,100 | COUNSELOR- HEAD JR. HIGH | 7,000 | | |
| 3 | 35,830 | 53,150 | COUNSELOR - LICENSED PROFESSIONAL | 7,000 | | |
| 4 | 37,350 | 53,200 | COUNSELOR | 6,000 | | |
| 5 | 38,800 | 53,300 | LIBRARIAN: | | | |
| 6 | 40,410 | 53,400 | LEARNING RESOURCE CERTIFICATION | 4,000 | | |
| 7 | 41,830 | 53,500 | LEARNING RESOURCE ENDORSEMENT | 3,750 | | |
| 8 | 43,170 | 53,600 | SPECIAL EDUCATION: | | | |
| 9 | 44,440 | 53,700 | ASSESSMENT SPECIALIST | 4,000 | | |
| 10 | 45,630 | 53,800 | DIAGNOSTICIAN | 000,0 | | |
| 11 | 46,770 | 53,900 | LICENSED SPECIALIST- SCHOOL PSYCHOLOGY | 7,500 | | |
| 12 | 47,850 | 54,000 | LICENSED SPEECH PATHOLOGIST | 17,000 | | |
| 13 | 48,850 | 54,100 | PHYSICAL THERAPIST | 5,500 | | |
| 14 | 49,810 | 54,200 | PHYSICAL THERAPIST ASST. | 3,500 | | |
| 15 | 50,710 | 54,300 | SPEECH THERAPIST | 5,500 | | |
| 16 | 51,570 | 54,400 | SPEECH PATHOLOGIST ASSISTANT | 3,500 | | |
| 17 | 52,370 | 54,500 | TEACHER-AUDITORY/VISUALLY IMPAIRED | 3,000 | | |
| 18 | 53,140 | 54,600 | PEP SUPERVISOR | 1,500 | | |
| 19 | 53,860 | 54,700 | PUBLIC INFORMATION OFFICER | 5,500 | | |
| 20** | 54,540 | 54,800 | SOCIAL WORKER | 1,500 | | |

^{*}LOCAL SALARY STEP AMOUNT OF \$50/\$100 IS BASED ON 187 WORKING DAYS AND IS PRORATED BASED ON ADDITIONAL WORKING DAYS FOR EACH YEAR OF EXPERIENCE. THE LOCAL SALARY STEP INCREASE IS NO STATE MANDATED AND IS NOT AUTOMATIC. IT IS PART OF THE OVERALL SALARY APPROVED AT THE DISCRETION OF THE BOARD OF TRUSTEES.

THE PROFESSIONAL HIRING SCHEDULE INCLUDES:

| | · | | | |
|---|---------------------------------|-----------------------------|--|------------------------------------|
| | ADMISSIONS & ATTENDANCE OFFICER | BUSINESS OPERATIONS MANAGER | REGISTERED NURSES | SP. ED. OCCUPATIONAL THERAPIST |
| | ASST. BUS & FIN ADMIN, DIRECTOR | COUNSELOR | SCHOOL FACILITIES SUPERVISOR | SP. ED. SPEECH PATHOLOGIST ASST. |
| | ASST. CATE DIRECTOR | HR OFFICER | SOCIAL WORKER | SP. EO. PHYSICAL THERAPIST ASST. |
| | ASST. FOOD SERVICE DIRECTOR | LIBRARIAN | SP, ED. ASSESSMENT SPECIALIST | SP. ED, PHYSICAL THERAPIST |
| | ASST. NURSE COORDINATOR | MICROCOMPUTER TECH. | SP, ED. DIAGNOSTICIAN | SP, POP. EVALUATOR |
| | ASST, TRANSPORTATION DIR. | PEIMS DATA ANALYST | SP. ED. PARENT/TRAINER | SPVR. F/S AND WAREHOUSE OPERATIONS |
| i | ATHLETIC TRAINER | PEP SUPERVISOR | SP. ED. LICENSED SPECIALIST- SCHOOL PSYCHOLOGY | TEACHER |
| | BAND DIRECTOR | PUBLIC INFO. OFFICER | SP, ED. LICENSED SPEECH PATHOLOGIST | WEBMASTER |

^{**}NEW HIRED TEACHERS, COUNSELORS, LIBRARIANS, AND RNS, INCLUDING PREVIOUSLY EMPLOYEED SCHOOL DISTRICT EMPLOYEES, WILL BE PAID ACCORDING TO THE PROFESSIONAL HIRING SCHEDULE
PAY STEP BASED ON THE YEARS OF EXPERIENCE. HIRED OR REHIRED EMPLOYEES WITH OVER 20 YEARS OF EXPERIENCE WILL BE PLACED AT PAY STEP 20.

^{***} OTHER PROFESSINAL POSITIONS, INCLUDING PREVIOUSLY EMPLOYED DISTRICT EMPLOYEES, WILL BE PAID BASED ON THE MINIMUM OF TH EPROFESSIONAL HIRING SCHEDULE PAY STEP OR AS APPROVED BY THE SUPERINTENDENT.

^{****}ADDITIONAL PAY ADDED TO HIRING AMOUNT FOR SPECIFIC PROFESSIONAL SUPPORT POSITIONS AND IS PRORATED BASED ON 187 WORKING DAYS.

| | | | | | E | QUIT | | JUSTME | NTS | | | | | |
|-----------|---------------------|--------------|--|--------|------------------|--------------|----------------|--------------------------|-----------------------------|--------------------|---------------|------------------------------|-----------------------------|------------------------------|
| 2023-2024 | | | | | | | | | | | | | | |
| | Last Name | First Name | ΙĐ | Campus | Title | Pay Grade | No. of days | 2022-2023 Base Salary | 2022-2023 Additional Pay | Travel Stipend* | Proposed Step | Proposed Additional Pay** | Travel Stipend Increase* | 2022-2023 Proposed Salary |
| | | | | | ASST. BUSINESS & | | | | | | | | | |
| | | ANA SOFIA | ! | | FIN. ADMIN. | 007 | 226 | \$ 66,718.00 | \$ - | \$3,000.00 | \$ 61.02 | \$ 6,646.66 | \$ - | \$ 73,425.68 |
| *Trav | el Stipend Increase | not included | *Travel Stipend Increase not included in Salary. **Proposed Additional Pay is \$5,500 based on 187 days. | | | | | | | | | | | |

EP000010067

Year: C

Frequency; 5

Change

: FERNANDEZ, ANA SOFIA Employee:

6

12

&

| | Delete Details Job Code | | Extra Duty | Account Type | ccount Type Account Code | | Percent | |
|------|---|-----|------------------------------|---------------------|--------------------------|---------------------------|--|----------|
| | | | ABAD - ASST BUS ADM DIRECTOR | 23 - TRAVEL STIPEND | В | 199-41-6139.00-726-399000 | 3,000.00 | 100.000% |
| | | | | | | Total: | 3,000.00 | 100.000% |
| | | | ABAD - ASST BUS ADM DIRECTOR | | G | 199-41-6119.00-726-399000 | 65,718.00 | 100.000% |
| | | | | | | Total: | 66,718.00 | 100,000% |
| //// | *************************************** | | | | | | ······································ | |
| 1 | Rows: 1 of | f 2 | | | | | | |
| _ | | | | | | | | |

| Job Code: | | | | | |
|------------------|--|------------------------|---------------------------------|-------------------------|---|
| Extra Duty Code: | | Activity Code: | 79 Other Supplemental | $\overline{\Sigma}$ | |
| Account Type: | B Non-TRS taxable bus allow | TRS Grant Code: | | | |
| Account Code: | 199-41-6139.00-726-399000 | Worker's Comp Code: | | | ~ |
| Amount: | A STATE OF THE STA | Expense 373: | N Account not used in ASB distr | $\overline{\mathbf{v}}$ | |
| Amount | 3,000.00 out of 3,000.00 | Employer Contribution: | П | | |
| Percent | 100.000% | | 0 | | |
| | | Performance Pay: | | | |

EP000010067

| Vacer | r |
|-------|---|
| rear: | ` |

Frequency: 5

Change

| Pay Status: Pay Campus: Pay Dept: Oock Rate: | 1 Active 726 FINANCE DEPT. A 324.890 | <u> </u> | Tax Exempt: Unemployment Elig: FICA Eligibility: W4 Marital Status: Nbr of Exemptions: IRS Lock-In Letter: | M Subject to medicare | W-4 Withholding Certificate 1: Filing Status: 2: Multi-Jobs: 3: Children under 17: 0 3: Other Dependents: 0 4a: Other Income: 0.00 4b: Other Deductions: 0.00 |
|---|---|--|--|---|---|
| TRS Status: 1 Eligib Begin Date: 01-20-2 | 2016 | FSP Staff Salary Data Health ins Code: FSP Staff Data Code: F | Eligible participating v Full-Time v | Totals State Min. Salary:50,196.00 Extra Duty: 0.00 Contract Amt 73,425.68 Contract Balance:70,645.76 | |
| Extra Duty Pay Delete 23 - TRA | VEL STIPEND | Remain Amt Remain Py B | mts 3,000.00 | 2,875.00 23 | |
| Bank Info | | | | | |
| Delete | OMPASS BANK | | 2535891942 | 2 Checking account ~ | 0.00 |

Change

| | Year: C | Frequency: 5 |
|--|---|-----------------|
| Employee: FERNANDEZ, ANA SOFIA | | |
| Delete Selected Contracted employee Primary Campus: 726 FINAN Dept: | CE DEPT. | |
| Had Marke In Contract | s: Hrs Per Day: 8.000 incr Pey Step: Concept: Use midpoint table 131,613.36 | |
| Daily Rate: 324.890 # Contract Total: 73,425.68 / # of Days Empld: 220 Pay Rate: 3,071.55 # Contract Total: 73,425.68 / # Annual Pymts: 24 | 6 # Days Off. 0.0 Vacant Jol | Sched: 40 |
| State Info State Step: 07 Yrs in Career Ladder: TRS Year: TRS Member Pos: 01 Profession State Min Salary: TRS Member Pos: 01 Profession Daily Rate: 272.106 X % 100% Assigned: 100% | mal staff Wholly Sep Amt: 0 X # of days 226 Retiree Empld Exception: | |
| Calendar/Local Info Calendar Cd: (13.2324726 Days) Begin Date: (07.03.2022) End Date: (05.13.2 | 2024 # of Days Emptd: 226 Exclude | e Days for TEA: |

WC Code:

Accrual Info

C CLASS C- PROFESSIONA 0.003000 V

Accrual Rate

WC Ann Pymts:

0.000

Total

of Days Emplo

226

23

73,425.68

EP000010067

Change

Year: C

: FERNANDEZ, ANA SOFIA Employee:

| 証 |
|-----|
| 2/3 |



2

| | Delete | Details | Job Code | Extra Duty | Account Type | Account Code | Amount | Percent |
|---|-----------|---------|------------------------------|---------------------|--------------|---------------------------|-----------|----------|
| | | | ABAD - ASST BUS ADM DIRECTOR | 23 - TRAVEL STIPEND | В | 199-41-6139.00~726-399000 | 3,000.00 | 100.000% |
| | | | | | | Total: | 3,000.00 | 100.000% |
| | | | ABAD - ASST BUS ADM DIRECTOR | | G | 199-41-6119.00-726-399000 | 73,425.68 | 100.000% |
| ĺ | | | | | | Total: | 73,425.68 | 100.000% |
| | | | | | | | | |
| | Rows: 1 o | f 2 | | | | | | |

| Job Code: | | | | |
|-----------------|---------------------------------|------------------------|---------------------------------|----|
| Extra Duty Code | : | Activity Code: | 79 Other Supplemental | · |
| Account Type: | B Non-TRS taxable bus allow ✓ | TRS Grant Code: | | |
| Account Code: | 199-41-6139.00-726-399000 | Worker's Comp Code: | | |
| Amount | EMPLOYEE ALLOWANCES-TRAVEL | Expense 373: | N Account not used in ASB distr | v) |
| | 3,000.00 out of 3,000.00 | Employer Contribution: | | |
| Percent | 100.000% | Performance Pay: | | |

FILE

| Employee Name: | Δn | a Sofia Fernanc | dez | | ID: | |
|--|-------------|------------------|-----------------|---------------|-------------------------------------|----------------------------|
| Position: | | isiness Admin. 1 | | | Campus: | 726 |
| Account Number: | | -6119-00-726-2 | | | Pay Period: | |
| Account Number. | 133-41 | | son for Adju | | ray renou. | 6/13/2022 |
| | | Reas | son for Auju | Simenti | | |
| | TO REFLECT | | ARY INCREASE | | STIPEND IN | ICREASE |
| | 4.4 | | URRENT INFORI | | | |
| | | _ | | | | Contract Amount: \$ 62,4 |
| Pay Grade: | 007 | | : \$ 276.18 | | \$ - | O/T Rate: \$ |
| | | SALAR | RY INCREASE IN | FORMATION | | |
| | 65.5% | _ | Prof. Years: | | - | Daily Increase: \$ 1 |
| Annual Increase: | \$ 4,300.78 | _ ✓ Ne | ew Daily Rate: | \$ - 295,21 | ✓ | Dock Rate: \$50 29 |
| \$ 62,417.00 | _ | | 4,300.78 | | | \$1. 5 |
| Contract Amount | | Annual | Increase | | | Total Contract Amou |
| \$ 2,600.71 | ✓ x | 2 | 07/15/2022 | - 07/29/2022 | = | \$ 5,20 |
| Pay Rate | _ | Payments | Fron | n- To | - | Contract Paid |
| \$ 358.42 | x | | 7/29/2022 | | = | \$ 2 4 4 5 4 8 |
| Pay Rate | | Payments | Fron | n- To | | Contract Paid |
| Note | : | An | nual Increase / | 24 payments | * 2 paymer | nts (July) |
| | | | | Total | Contract Pa | id: \$ 5,5 |
| | | ŤR | AVEL STIPEND | INCREASE | | |
| 21-22 Travel Stipend | l:_\$ | 22-23 T | ravel Stipend: | \$ 3,000.00 | _ | Travel Increase: \$ 3,00 |
| \$ | x | 2 | 07/15/2022 | - 07/29/2022 | _ = | \$ |
| Pay Rate | | Payments | Fror | n- To | | Contract Paid |
| \$ 250.00 | <u> </u> | | 7/29/2022 | | = | 5\$ 4\$F \$2.7\$2\$ 45 (2) |
| Pay Rate | | Payments | Fror | n- 10 | | Contract Paid |
| Account | t: | | 19 9-41 | 1-6139-00-726 | - 2 9 9- 0 0 0 | |
| \$ 61,158 16 | | 22 | 8/15/2022 | 6/30/2023 | | \$ 27 |
| Contract Balance | | Payments | From | То | - | Semi Monthly Paym |
| Paragraphic and Company of the Compa |). | 22 | 8/15/2022 | 6/30/2023 | | \$ 1 |
| \$ 2,750.00 | e No. of | Payments | From | То | | Travel Semi Monthly P |

| | | , | Ye. | ar: C | Frequency: 5 | | Change |
|---------------------|-----------------------|---------------------------------------|---------------------------------------|----------------|--|------------------------------------|------------|
| Employee; | FERNANDEZ, ANA S | OFIA | | | | | |
| | | | | | | | |
| Рау | 1 Active | ~ | Tax Exempt: | 0 | | W-4 Withholding C | ertificate |
| Status: Pay | | | Unemploymer Elig: | t 🕢 | | 1: Filing Status: | |
| Campu | is: 726 FINANCE DEPT. | | FICA Eligibility | : M Subject to | o medicare | 2: Multi-Jobs: | |
| Pay Dept: | A | | W4 Marital | Single | | 3; Children under | |
| Dock Rate: | 295.210 | | Status: Nbr of | | | 3: Other Depende 3: Other Exemptio | |
| | | | Exemptions: | 0 | | 4a: Other income: | _ |
| | | | | | | 4b: Other Deduct | ons: |
| Begin Date:0 | 4-20-2016 | Health Ins Code: FSP Staff Data Co | Y Eligible partici de:{F Full-Time | pating I V | State Min. Salary: 48,838.0 Extra Duty: 0.0 Contract Amt: 66,718.0 Contract Balance: 61,158.1 | 00 00 | |
| Extra Duty Pay | 1 | Remain Amt Rem | ain Pymts | | | | |
| 2 | 3 - TRAVELSTIPEND | | В | 3,000.00 | 2,750.00 22 | | |
| 21 FT 84 7 17 4 4 1 | e ingreen in the | tion to a second | · · · · | | | | |
| Bank Info | | | | | | | |
| Delete | | | | | | | |
| Selete | | | | | | | |

| | | | Year: C | Fre | equency; 5 | Change |
|--|---|----------------------------------|-------------------------------|---|--|--|
| Employee: [| : FERNANDEZ, ANA SOFIA | | | | | |
| Rows: 1 of 1 | Contracte | d employee | Primary Campus: Dept | 726 FINANCE DE | ग. | v |
| Contract Info | | | | | | |
| Toble C | nntracted employee Pay C 18.00 Balance: 61,15 ntract: 12 State Min Day | # of Annual Pymt | ts: 24 Remain | Max Days: ning Pymts: 22 see Annual: 131, | Hrs Per Day: 8.00 Concept: Use midp | oo) Incr Pay Step: (/) |
| Daily Rate: Pay Rate: Reg Hrs Worked: | 295.212] = Contrac 2,779.92] = Contrac 0.00] DVTM Elig: | t Total: 66,718.00 | / # of Days / # Annual | Pymts: 24 | <u> </u> | Vacant Job: □ 0-2023 Wkly Hrs Sched: 40 0C: 12 Other pro staff ✓ |
| State info | | | | | | |
| State Step: 06 State Min Səlary: | 48,838.00 = Founda Daily R | tion 214 566 | TRS Member Pos: X % Assigne | 01 Professional st | aff ✓ Wholiy Sep X # of days 22€ Empld | D. Petisse |
| Calendar/Local Info Calendar/Local Op Years Job Exp: | | Begin Date: Local Contract Da | (07-01-2022 pys; (226) | End Date: | 06-16-2023 # of D | ays Empld: (226) |
| Workers' Comp Info | · · · | | | | | |
| WC Code: | | WC Ann Pymts: | : [24] WC Ren | nain: (24) | | |
| Accrual Info | | | | | | |
| Code: (| Accrual Rate | 0.000 | = Total | 66,718.00 | / # of Days Empl | d 226 |

(Z)

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12 Ç.

Change Year: C Frequency: 5 3 : FERNANDEZ, ANA SOFIA Employee: Delete Details Job Code Extra Duty Account Type Account Code Percent ABAD - ASST BUS ADM DIRECTOR 23 - TRAVEL STIPEND 199-41-6139.00-726-299000 3,000.00 100.000% 3,000.00 100.000% 66,718.00 100,000% ABAD - ASST BUS ADM DIRECTOR G 199-41-6119.00-726-299000 66,718.00 100.000% Rows: 1 of 2

Session Timer: 239 min and 55 sec

Job Code Activity 79 Other Supplemental ~ Code: Extra Duty TRS Grant Code Code: Account Worker's C CLASS C- PROFESSIONA 0.003000 V B Non-TRS taxable bus allow Туре: Comp Code: Account 199-41-6139.00-726-299000 Expense N Account not used in ASB distr 💙 373: Code: EMPLOYEE ALLOWANCES Employer Contribution: 3,000.00 out of 3,000.00 Amount [Performance Percent: 100.000% Pay:

Save successful

HIDE

Help ⑦



EAGLE PASS INDEPENDENT SCHOOL DISTRICT

HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230

THIS FORM MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT [SUBMIT ONE (1) FORM PER EMPLOYEE]

| 7' | |
|---|---|
| ORG. CODE: | 26 |
| r PAY GRADE/DAYS_ | 07 _/ 226 |
| PER WEEK: 40 PLOYEES MAY NOT WORK MORE THAN EIGH PROTON OF FOOD SERVICE AND TRANSPORT. | RECEIVE |
| LE: | |
| NEW HIRE | Human Resources Imelda Urbina |
| NON-ELIGIBLE FOR FR | INGE BENEFITS |
| RETIREMENT | Deputy Superintendent for Curriculum & Instruction |
| RESIGNATION | JUL 1 4 2022 |
| TERMINATION | REReceived |
| WORKER'S COMP. LEA | AYROLL DEPT |
| | JUL 1 9 2022 |
| JNT NUMBER(S) | |
| | 9-000 100 % |
| | |
| | |
| # Outur Cog exputive dir. of human re | SOURCES DATE |
| | |
| DEPUTY SUPT. FOR BUSINESS & | FINANCE DATE |
| | FINANCE DATE DATE |
| DEPUTY SUPT. FOR BUSINESS & | DATE OUT |
| DEPUTY SUPT. FOR BUSINESS & SUPERINTENDENT Y-MUST BE COMPLETELY FILLED | DATE OUT ply indicate "N/A". |
| DEPUTY SUPT. FOR BUSINESS & SUPERINTENDENT Y-MUST BE COMPLETELY FILLED ess & verify. If a field does not ap | DATE OUT ply indicate "N/A". |
| DEPUTY SUPT. FOR BUSINESS & SUPERINTENDENT Y-MUST BE COMPLETELY FILLED ess & verify. If a field does not ap Payroll: | DATE OUT ply indicate "N/A". |
| | LOYEES MAY NOT WORK MORE THAN EIGHEPTION OF FOOD SERVICE AND TRANSPORT. LE: NEW HIRE NON-ELIGIBLE FOR FR RETIREMENT RESIGNATION TERMINATION WORKER'S COMP. LEA ND DATE: (MAY BE BLANK; AS A added for \$3,000.00. |

TRAVEL

2022-2023

Account Number: xxx-xx-6139-xx-xxx-xxx

| Current Positions | Number of Positions | Amount per Position | Total Amount | | |
|---|------------------------|------------------------|--------------|------------|--|
| Assessment, Special Ed. | 1 | \$ 1,000.00 | \$ | 1,000.00 | |
| Asst. Business Adm. Director - Special Events | 1 | \$ 3,000.00 | \$ | 3,000.00 | |
| Coach, Head Football | 2 | \$ 1,200.00 | \$ | 2,400.00 | |
| Coordinator, Elementary Library | 1 | \$ 2,500.00 | \$ | 2,500.00 | |
| Diagnostician, Special Ed. | 8 | \$ 2,000.00 | \$ | 16,000.00 | |
| Director, Athletics | 1 | \$ 3,000.00 | \$ | 3,000.00 | |
| Director, Band - All Levels | 2 | \$ 1,000.00 | \$ | 2,000.00 | |
| Director (Asst.), Band - E.P. High | 3 | \$ 600.00 | \$ | 1,800.00 | |
| Director (Asst.), Band - C.C. Winn High | 3 | \$ 600.00 | \$ | 1,800.00 | |
| Director (Asst.), Band - E.P. Jr. High | 2 | \$ 300.00 | \$ | 600.00 | |
| Director (Asst.), Band - Memorial Jr. High | 2 | \$ 300.00 | \$ | 600.00 | |
| Director, Food Service | 1 | \$ 3,000.00 | \$ | 3,000.00 | |
| Director, Health Services | 1 | \$ 1,250.00 | \$ | 1,250.00 | |
| Director, Staff Dev./Parental Involvement | 1 | \$ 2,500.00 | \$ | 2,500.00 | |
| Officer, Attendance - E.P. High School | 2 | \$ 5,000.00 | \$ | 10,000.00 | |
| Officer, Attendance - C.C. Winn High | 2 | \$ 5,000.00 | \$ | 10,000.00 | |
| Officer, Attendance - Eagle Pass Jr. High | 1 | \$ 5,000.00 | \$ | 5,000.00 | |
| Officer, Attendance - Memorial Jr. High | 1 | \$ 5,000.00 | \$ | 5,000.00 | |
| Speech Pathology, Special Ed. | 3 | \$ 2,000.00 | \$ | 6,000.00 | |
| Speech Pathology Asst., Special Ed. | 7 | \$ 2,000.00 | \$ | 14,000.00 | |
| Speech Therapist, Special Ed. | 2 | \$ 2,000.00 | \$ | 4,000.00 | |
| Executive Cabinet | 6 | \$ 5,000.00 | \$ | 30,000.00 | |
| Supervisor, PEP Program | 1 | \$ 1,750.00 | \$ | 1,750.00 | |
| Supervisor, Special Ed. | 1 | \$ 2,000.00 | \$ | 2,000.00 | |
| Teacher, Regular Ed. (Homebound) | 2 | \$ 2,000.00 | \$ | 4,000.00 | |
| Teacher, Special Ed Lic. SPCST/School PS | 1 | \$ 1,000.00 | \$ | 1,000.00 | |
| Teacher, Special Ed. (VAC) | 2 | \$ 1,000.00 | \$ | 2,000.00 | |
| Teacher, Special Ed. Adaptive P.E. | 3 | \$ 1,000.00 | \$ | 3,000.00 | |
| Teacher, Special Ed. Deaf Education | 1 | \$ 1,000.00 | \$ | 1,000.00 | |
| Teacher, Special Ed. (Homebound) | 1 | \$ 2,000.00 | \$ | 2,000.00 | |
| Teacher, Special Ed. Visually Handicapped | 1 | \$ 1,000.00 | \$ | 1,000.00 | |
| Total | 66 | \$ 66,000.00 | \$ | 143,200.00 | |

NOTES: 1.) ADDITIONAL POSITIONS WILL CARRY TRAVEL STIPEND.

- 2.) F-230 IS REQUIRED FOR ALL TRAVEL STIPENDS.
- 3.) EMPLOYEE NOT RECEIVING A TRAVEL STIPED MUST BE APPROVED BY THE PRINCIPAL/DIRECTOR, DEPUTY SUPT. AND SUPERTINTENDENT.
- 4.) FOOD SERVICE DIRECTOR TRAVEL ACCOUNT IS 199-XX-6139-XX-XXX-XXX.
- 5.) TRAVEL STIPEND IS NOT PRORATED BASED ON ADDITIONAL WORKING DAYS.

| ate Run: 06-29-2022 10:18 AM aty Dist: 159-901 | Employee Salary Information Eagle Pass ISD | 1 | Program: HRS1650 Page: 1 of 1 |
|---|---|--|--|
| ame: ANA SOFIA FERNANDEZ V ddress: EAGLE PASS, TX 78852-0000 hone: riginal Emp Date: 01-20-2016 stimated Annual Salary: \$0.00 i4 Multi-Job: N W4 Nbr Children Under 17: 0 i4 Other Income: \$.00 | Emp Nbr: 009423 V SSN: DOB: Degree: 2 - Master's Latest Re-Emp Date: Retirement Date: W4 Nbr Other Dependents: 0 W4 Other Deductions: \$.00 | • | R1 DEAGLEPASSISD.NET |
| iob: ASST BUS ADM DIRECTOR Primary: Y Assigned: 100.00% Begin Date: Frade: 007 End Date: Step: Contract Amount: Sched: Contract Balance: Jacant: Local Contract Day # of Days Empld: # 226 Wholly Sep Amt: | Job Information \[\sqrt{07-01-2022\# Months in Control \sqrt{06-16-2023\# Days in Contrac} \sqrt{\\$62,417.00\# of Annual Pymts} \sqrt{\\$62,417.00\Remaining Pymts} \226\Head Hourly \Rate: \\$0.00 \] Budget Information | t: $2260 + 67$ TRS Position: s: $\sqrt{24}$ FICA Eligibility: | 06-30-2023 V 1 - Eligible Professione 02 - Teacher, librarian M - Subject to medicare 40 V |
| Job: ASST BUS ADM DIRECTOR Account Code Amount | - | Grant Exp 373 Acct Type | Extra Duty Cd Perform Pa |
| 199-41-6119.00-726-299000 \$62,417 | .00√ 100.000% 80 Salary Calculation | Y G | |
| Job: ASST BUS ADM DIRECTOR Annual Salary: \$62,417.00√ Pay Rate: \$2,600.71√ Daily Rate: \$276.180 √ | | 50 96 State Step: N Yrs in Career Ladder: \$0.00 | - 06- 67- : 0 |
| Employee Clarature | Date | | |

N

ate Run: 105-18-2022 11:47 AM **Employee Salary Information** Program: HRS1650 nty Dist: 159-901 Eagle Pass ISD Page: 1 of ANA SOFIA FERNANDEZ Emp Nbr: 009423 Yrs Experience District: Frequency: ame: ddress: SSN: Yrs Experience Total: Pay Campus: EAGLE PASS, TX 78852-0000 DOB: Yrs Prof Exper District: 67 06 Primary Campus: 06 W4 Filing Status: Degree: 2 - Master's Yrs Prof Exper Total: hone: Creditable Year of Service: Nbr Exempts: Iriginal Emp Date: 01-20-2016 Latest Re-Emp Date: ď PR1 stimated Annual Salary: \$0.00 Retirement Date: Extract ID: V4 Multi-Job: N W4 Nbr Children Under 17: 0 W4 Nbr Other Dependents: 0 Work Email: AFERNANDEZ@EAGLEPASSISD.NET V4 Other Income: \$.00 W4 Other Deductions: \$.00 W4 Other Exemptions: \$.00 Job Information ASST BUS ADM DIRECTOR 06-30-20213 lob: Payoff Date: 07-01-202 # Months in Contract: Assigned: 100,00% Begin Date: √ 12 TRS Status: ?rimary: Y 1 - Eligible 16-2021 Days in Contract: End Date: √ 226 TRS Position: Grade; 007 01 - Professional staff Contract Amount: 6241156 Contract Amount: 62411392,410.00%

Contract Balance: 6241437,801.98 Remaining Pymts;

226 Hourly Rate: 2,416.68# of Annual Pymts: √ 24 FICA Eligibility: Step: M - Subject to medicare Sched: 24 3 WC Code: Vacant: \$0.00 Wkly Hrs Sched: 226 Wholly Sep Amt: # of Days Empld: \$0.00 **Budget Information** Job: ASST BUS ADM DIRECTOR Account Code Amount Percent Activity TRS Grant Exp 373 Extra Duty Cd Acct Type

៤24ከ.ወ Salary Calculation

\$62,416.68 / 42417.00 ASST BUS ADM DIRECTOR Job: Annual Salary:

\$2,600.70 \, Z400.71 \$276.180

State Min Salary:

OT Elig:

OT Rate:

\$62,416,68 100,000%

\$40,410.00

Date

Ν \$0.00 State Step:

Yrs in Career Ladder:

 ΓO_{30} 0

5

726

726

S

0

Perform Pay

Employee Signature

199-41-6119.00-726-299000

Pay Rate:

Daily Rate:

0 . 0

62,416.68 24 .

2,600.695

 $0 \cdot 0$

62:416:68 226 • 276 • 18

62 • 4 1 7 •

2,600,708333333

62,417. 226 •

276.181415929

| | PA | YROLL SA | ALARY | ADJUS | TMEN | T FORM | |
|-------------------------|---------------------------------------|-----------------|------------|--------------|---------------|-----------------|------------------------------|
| Employee Name: | Ar | a Sophia Fernan | ndez | | | ID: | |
| Position: | Asst. B | Business Admin. | Director | | | Campus: | 726 |
| Account: | 199-4 | 1-6119-00-726-2 | 299-000 | | | 100% | |
| | | | | | | | |
| | | | | _ | | | |
| Pay Period: | | 5/13/2022 | | _ | | | |
| | | REA | SON FO | R ADJUST | IMENT | | |
| New Employee: | | Special Ed: | | Chairpers | on: | | |
| Coaching Stipend: | | Master's: | | Promotio | n: | | |
| Reassignment: | Х | Other: | Reassignmo | ent from 816 | to 726, no | salary/pay grad | de change |
| Pay Grade: | 007 | Hrly Rate: | \$ - | | O/T Rate: | \$ - | St. Minimum: \$40,410.00 |
| Pay Step: | 6 | State Step: | 6 | _ | rant Code: | | Contract amount: \$62,416.68 |
| No. of Days Based on: | | 226 | | | No. o | Days to work: | 226 |
| Effective Date: | 4/ | 7/2022 | | | | Payoff Date: | 6/30/2022 |
| Contract Begin Date: | 7/ | 1/2022 | | | Cont | ract End Date: | 6/16/2022 |
| \$ 62,416.68 | + | \$ - | + | \$ | - | = | \$ 62,416.68 |
| Contract Amount | , | Extra Amount | • | | Amount | _ | Total Contract Amount |
| | | X | | , | | | <u> </u> |
| No. of Days worke | d | | | Daily Rate | | - | Total Contract Earned |
| Description of Extra: | | | | | Account | | |
| | | _ x | | | | | \$ - |
| No. of Days to wor | k | | | Daily Rate | | | Total Extra Earned |
| Description of Extra: _ | | | | | Account | | |
| No. of Days to wor | ·b | _ X | | Daily Rate | | | \$ |
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| Description of Extra. | | | | To | | ntract Amount: | · - |
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| \$ - | ÷ | | | | | = | |
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| Dependents: | | | | _ | Addition | al Withholding: | |
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| {A} | DATE PRE | PARED <u>04/14</u> | /22 | | EFFECTIV | /E DATE _ | 04/07/22 |
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| | JOB TITLE | Asst. FS Dir. | B&E | | JO | B CODE_ | DB&E_ |
| | DEGREE _ | - | YEARS OF I | EXPE | RIENCE | | |
| | WORK DA | YS <u>226</u> | _ BOARD/S | SUPT | AGENDA DA | ATE <u>04/0</u> | 7/22 |
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| SUPE | ERINTENDEN | T | DATE | | | | |



Eagle Pass Independent School District

April 6, 2022 Ana Sofia Fernandez, Assistant Business Administration Director

Dear Ms. Fernandez,

This letter is to inform you that effective April 7, 2022 you will be reassigned to the District Service Center in the best interest of the District. Your Title will change from Assistant Food Service Director for Business & Events to Assistant Business Administration Director. Your salary and Pay Grade will remain the same. Your funding account will change from (199-41-6119-00-729-299-816) to (199-41-6119-00-726-299-000). Please contact your immediate supervisor Mr. Ismael Mijares for further details.

Please feel free to contact me at (830)773-5181 should further information be needed, and I want to personally thank you for the level of professionalism and continued support of this district and its children.

Sincerely.

Samuel Mijares

Superintendent of Schools

RECEIVED PAYROLL DEPT

APR 2 1 2022

SCHOOL YEAR 2021-2022

XC: Ismael Mijares, Deputy Supt. For Business & Finance Rolando Salinas, Deputy Supt. For District Operations Mario Garcia-Food Service Director Employee File

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230

THIS FORM MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT
[SUBMIT ONE (1) FORM PER EMPLOYEE]

| EMPLOYEE NAME: Fernandez, Ana Sofia | EMPLOYEE ID#: |
|---|---|
| Food Service | org. code: 816-A |
| POSITION: Asst. Food Service Director for B&E | PAY GRADE/DAYS 7 / 226 |
| | CR WEEK: 40 OYEES MAY NOT WORK MORE THAN EIGHTEEN (18) HOURS PER WEEK PHON OF FOOD SERVICE AND TRANSPORTATION EMPLOYEES. |
| PLEASE CHECK THE FOLLOWING AS APPLICABLE | E: |
| X EMPLOYEE TRANSFER/REASSIGNMENT | NEW HIRE |
| EMPLOYEE HIRED IN EXISTING VACANCY | NON-ELIGIBLE FOR FRINGE BENEFITS |
| | RETIREMENT PAYFIOLIL DEPT |
| EXTRA DUTY/STIPEND CHANGE | RESIGNATION APR 1 3 2022 |
| FMLA | TERMINATION SCHOOL YEAR |
| FUNDING CHANGE (COMPLETE SECTION BELOW) | |
| OTHER: | |
| OTHER/REASON FOR CHANGE: | |
| MUST ENTER ACCOU | NT NUMBER(S) |
| CURRENT: NEW: Acct# 199-41-6119.00-729-299-816 100 Acct# | 199-41-6119.00-726-299-000 100 % |
| Acct#% Acct# | |
| Acct# 1.) PRINCIPAL/DIRECTOR DATE Acct# 4.1 PRINCIPAL/DIRECTOR DATE | |
| 3.) Mal 4-11-22 6.) | DEPUTY SUPT. FOR BUSINESS & FINANCE DATE UPERINTENDENT DATE |
| FOR HUMAN RESOURCES/PAYROLL USE ONLY Employees must Initial/Date; same employee may not proce | |
| Processed by: Human Resources: | 33 & Talliy II a field does not apply findicate 14/A |
| | Pavroll: D Cm 4/22/20 |
| Verified by: Human Resources: | 11/10 11/200 |
| Verified by: Human Resources: | 10/10 11.200 |

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230

THIS FORM MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT [SUBMIT ONE (1) FORM PER EMPLOYEE]

| EMPLOYEE NAME: Fernandez, Ana Sofia | EMPLOYEE ID#: | |
|--|--|---|
| CAMPUS/DEPT.: Business & Finance | ORG. CODE:72 | 26 |
| POSITION: Asst. Business Administration Director | PAY GRADE/DAYS | 7 ,226 |
| X FULL TIME PART-TIME HOU | | RECEIVED TTEEN (18) HOURS PER WEEK ATION EMPLOYEES. |
| PLEASE CHECK THE FOLLOWING AS APPLIC | CABLE: | APR 1 ₹ 2022 |
| X EMPLOYEE TRANSFER/REASSIGNMENT | NEW HIRE | Human Resources Imelda Urbina |
| EMPLOYEE HIRED IN EXISTING VACANCY | NON-ELIGIBLE FOR FR | |
| ELIGIBLE FOR FRINGE BENEFITS | RETIREMENT | Deputy Superintendent for |
| EXTRA DUTY/STIPEND CHANGE | RESIGNATION | Curriculum & Instruction |
| FMLA | TERMINATION | APR 12 2022 |
| FUNDING CHANGE (COMPLETE SECTION BELOW) | WORKER'S COMP. LEA | Received |
| OTHER: | | |
| (MAY BE BLANK; AS APPLICABLE) OTHER/REASON FOR CHANGE: | END DATE: (MAY BE BLANK; AS A | |
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| CURRENT: Acct# 199-41-6119-00-729-299-816 % Acct# | Acct#199-41-6119-00-726-299 Acct# | STILLY 4/12/2 SOURCES DATE |
| CURRENT: Acct# 199-41-6119-00-729-299-816 % Acct# % Acct# % 1.) PRINCIPAL/DIRECTOR DATE 2.) PROGRAM DIRECTOR DATE 2822 DEPUTY SUPERINTENDENT DATE FOR HUMAN RESOURCES/PAYROLL USI | Acct# 199-41-6119-00-726-299 Acct# 4.) Acct# 4.) Acct# 5.) DEPUTY SUPT. FOR BUSINESS & 6.) SUPERINTENDENT EXECUTIVE DIR. OF HUMAN RESERVED ACCT. SUPERINTENDENT | ### ################################## |
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Eagle Pass Independent School District

April 6, 2022 Ana Sofia Fernandez, Assistant Business Administration Director

Dear Ms. Fernandez,

This letter is to inform you that effective April 7, 2022 you will be reassigned to the District Service Center in the best interest of the District. Your Title will change from Assistant Food Service Director for Business & Events to Assistant Business Administration Director. Your salary and Pay Grade will remain the same. Your funding account will change from (199-41-6119-00-729-299-816) to (199-41-6119-00-726-299-000). Please contact your immediate supervisor Mr. Ismael Mijares for further details.

Please feel free to contact me at (830)773-5181 should further information be needed; and I want to personally thank you for the level of professionalism and continued support of this district and its children. its children.

APR 13 7022

Sincerely

Samuel Mijares

Superintendent of Schools

Received:

XC: Ismael Mijares, Deputy Supt. For Business & Finance Rolando Salinas, Deputy Supt. For District Operations Mario Garcia-Food Service Director Employee File

| | ↑ Maintenance > Staff Job/Pay Data | ∨ Payroll 👫 | В | EP000009047 |
|--------|--|--|---|-------------|
| | | Year: C | Frequency: 5 | Change |
| | Employee: 1: FERNANDEZ, AN | A SOFIA | | |
| | | | | |
| J. | Pay Status: 1 Active Pay Campus: 816 FOOD SERVICE Pay Dept: A Dock Rate: 276.180 | Tax Exempt Unemployment Elig: FICA Eligibility: M Subject to medicare W4 Marital Status: Single Nbr of Exemptions: 0 | W-4 Withholding Certificate 1: Filing Status: 2: Multi-Jobs: 3: Children under 17: 0 3: Other Dependents: 0 3: Other Exemptions: 0.00 4a: Other Income: 0.00 4b: Other Deductions: 0.00 | |
| o in o | Payroll Processing Payroll Processing Status: 1 Eligible Begin Date 01-20-2016 Inquiry Next Year Self Service Extra Duty Pay Delete Remain Amt Remain Pyt No Rows | FSP Staff Salary Data Health Ins Code: Y Eligible participating I V FSP Staff Data Code: F Full-Time State Min. Salary:38,880.00 Extra Duty: 0.00 Contract Amt: 62,416.68 Contract Balance:10,402.68 | | |
| | Bank Info Delete | Z Checking account ✔ | 0.00 | |

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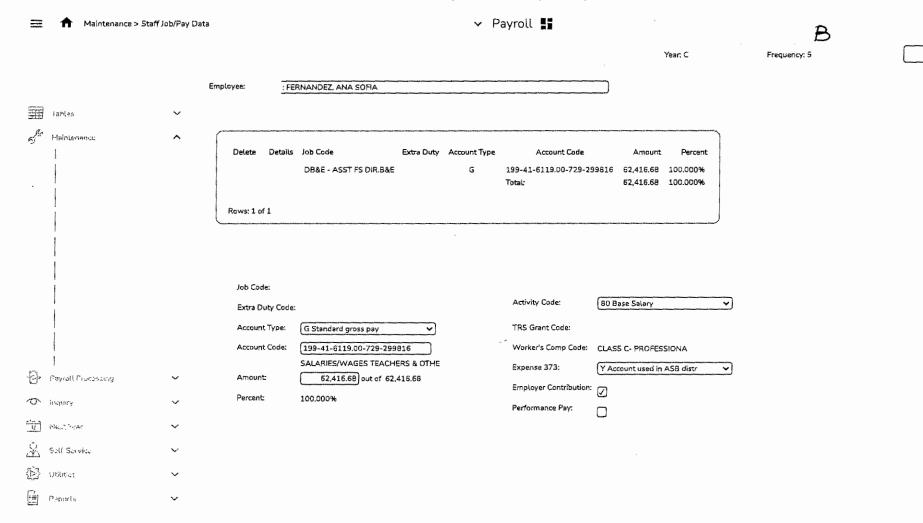
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| | | Year: C Frequency: 5 Change |
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| Plan Fil | | Contracted employee Primary Campus: 816 FOOD SERVICE DEPT. |
| | . | Dept: A |
| | | Rows: 1 of 1 |
| | | Contract Info |
| | | Pay Type: 1 Contracted employee Pay Grade: 007 Pay Step: Sched Max Days: Hrs Per Day: 8.000 incr Pay Step: |
| | | Total: 62,416.68 Balance: 10,402.68 # of Annual Pymts: 24 Remaining Pymts: 4 Concept: Use midpoint table |
| | | # of Months in Contract 12 State Min Days: 187 Valid basic days in contract 131.613.36 |
| | | Daily Rate: 276.180 = Contract Total: 62,416.68 / # of Days Empld: 226 # Days Off: 0.0 Vacant Job: |
| p-, | l | Pay Rate: 2,600.70 = Contract Total: 62.415.68 / # Annual Pymts: 24 Payoff Date: 06-30-2022 Wkly Hrs Sched: 40 |
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| | | Years Job Exp: 0 Local Contract Days: 226 |
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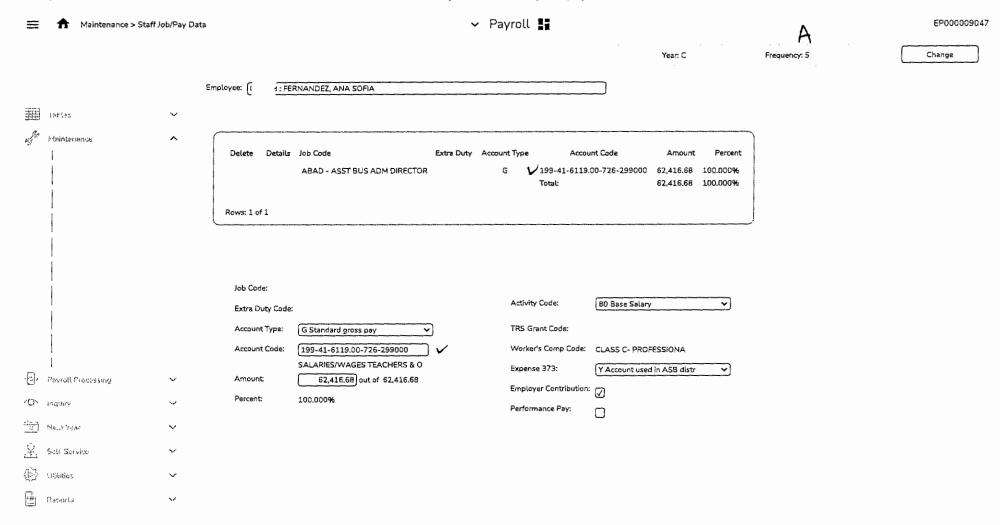
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| | | Total: 62,416.68 Balance: 10,402.68 # of Annual Pymts: (24) | Remaining Pymts: 4 Concept: Use midpoint table | | |
| | | # of Months in Contract 12 State Min Days: 226 Valid basic days in contract | Base Annual: [131,613.36] | | |
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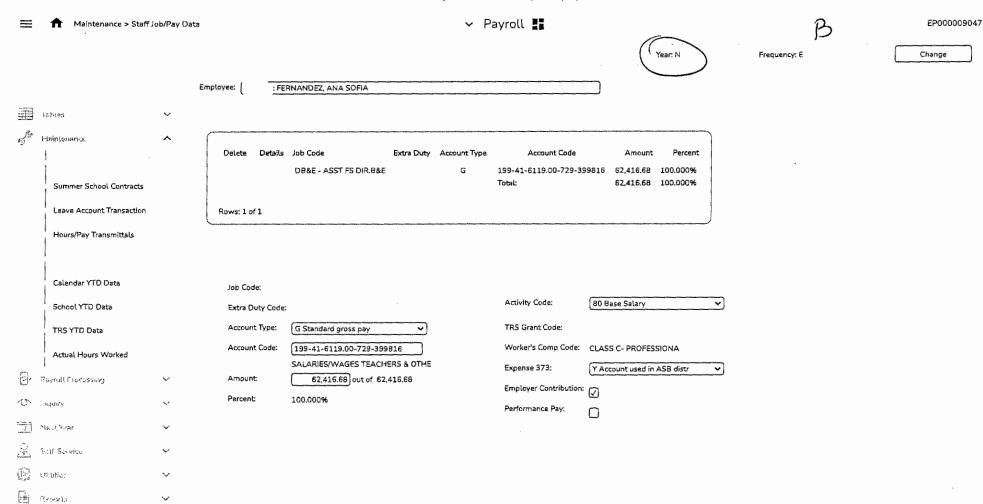
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| == | ★ Maintenance > Staff | Job/Pay Data | Payroll 📲 | В | EP000009047 |
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| | | Employee: 3: FERNANDEZ, ANA SOFIA | | | |
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| -2, | 1 | Contracted employee | | | |
| | Summer School Contracts | | Primary Campus: 816 FOOD SERVICE DEPT. Dept: A | $\overline{}$ | |
| | Leave Account Transaction | Rows: 1 of 1 | _ | | |
| | Hours/Pay Transmittals | | | | |
| | | Contract info | | | |
| | Calendar YTD Data | Pay Type: 1 Contracted employee ✓ Pay Grade: 007 ✓ Pay Ste | p: Sched Max Days: Hrs Per Day: | 8.000 Incr Pay Step: | |
| | School YTD Data | Total: 62,415.68 Balance: 13,003.38 # of Annual Pymts: | _ | nidpoint table | |
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| | | Daily Rate: 276.180) = Contract Total: 62,416.58 | / # of Days Empld: 226 # Days Off: | 0.0 Vacant Job: | |
| -15 | Actual Hours Worked | Pay Rate: 2,600.70 = Contract Total: 62,416.68 | | 6-30-2022 Wkly Hrs Sched: (40) | |
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| 101 | Inspiles | State Info | | | |
| | Ne. Shipae | State Step: 05 Yrs in Career Ladder: TRS Year: TRS Year: | S Member Pos: 02 Teacher, librarian Vholly 9 | Sep Amt 0.00 | |
| <u> </u> | Self Service | State Min 39 880 00 = Foundation 715 096 | X % 100% X # of days | Retiree | <u> </u> |
| | Ultimos | Salary: Daily Rate: 210.036) Calendar/Local Info | Assigned: Empld C | Exception: | |
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| | | Years Job Exp: 0 Local Contract Days | 07-01-2021 End Date: 06-16-2022 # of | Days Empld: 226 | |
| | | Warkers' Comp Info | (220) | | |
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| | | WC Code: (C CLASS C- PROFESSIONA 0.003000 ▼) WC Ann Pymts: | WC Remain: 24 | | |
| | | Accrual Info | | | |
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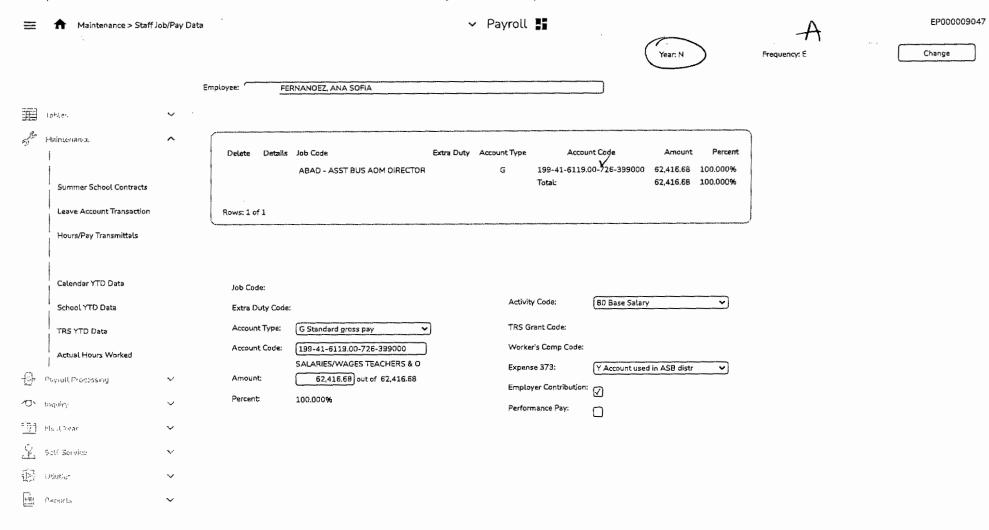
| | ↑ Maintenance > Staff J | lob/Pay (| ata | → Payroll ■ | | A | EP000009047 |
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| | | | Employee: 3 : FERNANDEZ, ANA SOFIA | | \neg | | |
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| rs e | Maintenance | ^ | Pay | Tax Exempt | | W-4 Withholding Certificate | |
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| | Summer School Contracts | | Pay Campus: 726 FINANCE DEPT. V | FICA Eligibility: M Subject to r | medicare 🔻 | 2: Multi-Jobs: | |
| | Leave Account Transaction | | Pay Dept. (A) | W4 Marital Status Single | | 3: Children under 17: 0 | |
| | Hours/Pay Transmittals | | Dock Rate: 276.180 | Nbr of | | 3: Other Dependents: 0 3: Other Exemptions: 0.00 | |
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| | Calendar YTD Data | | | | | 4b: Other Deductions: 0.00 | |
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| (<u>.</u> .) | Payroll Processing | ~ | Status: 1 Eligible Health Ins Code: Begin Date 01-20-2016 FSP Staff Data Co | ode: F Full-Time | xtra Duty: 0.00 contract Amt: 62,416.68 | | |
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| | | | Bank Info | | | | |
| | | | Delete | | | | |
| | | | | | 2 Checking account • | 0.00 | |
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o 2020 Taxas Computer Cooperative | Heip 🕥

| = | ★ Maintenance > Staff) | ob/Pay C | ata ∨ Payroll 🖫 ← EP000009047 |
|------------|-----------------------------------|----------|---|
| | | | Year: N Frequency: E Change |
| | | | Employee: : FERNANDEZ, ANA SOFIA |
| Ŧ | tahtes | ~ | |
| rj. Rj. | Maintenance | ^ | Delete Selected Contracted employee |
| | Summer School Contracts | | Primary Campus: (726 FINANCE DEPT. V |
| | Leave Account Transaction | | Rows: 1 of 1 |
| | Hours/Pay Transmittals | | Contract Info |
| | | | Pay Type: 1 Contracted employee > Pay Grade: 007 > Pay Step: Sched Max Days: Hrs Per Day: 0.000 Incr Pay Step: 7 |
| | Calendar YTD Data School YTD Data | | Pay Type: 1 Contracted employee Pay Grade: 007 Pay Step: Sched Max Days: Hrs Per Day: 0.000 Incr Pay Step: 7 Total: 62,416.58 Balance: 13,003,38 # of Annual Pymts: 24 Remaining Pymts: 24 Concept: Use midpoint table |
| | TRS YTD Data | | # of Months in Contract: State Min Days: 187 Valid basic days in contract Base Annual: 131,613.36 |
| | Actual Hours Worked | | Daily Rate: 276.180 = Contract Total: 62,416.68 / # of Days Empld: 226 # Days Off: 0.0 Vacant Job: Pay Rate: 2,500.70 = Contract Total: 62,416.68 / # Annual Pymts: 24 Payoff Date: 06,30,2023 Wkly Hrs Sched: (40) |
| 0 | Payroll Processing | V | Pay Rate: 2,600.70 = Contract Total: 62,416.68 / # Annual Pymts: 24 Payoff Date: 06-30-2022 Wkly Hrs Sched: 40 Reg Hrs Worked: 0.00 OVTM Elig: OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status: V EEOC: 12 Other pro staff |
| 0 | loquiry | ~ | State Info |
| Ħ | Nect Year | ~ | State Step: 06 Yrs in Career Ladder: TRS Year: TRS Member Pos: 02 Teacher, librarian V Wholly Sep Amt 0.00 |
| Ç | Setti Service | V | State Min 38,880.00 = Foundation 216.096 X % # of days 226 Retiree Exception: |
| | Junties | ~ | Calendar/Local Info |
| 1 | Reports | ~ | Calendar/Local Options: 13 - 2223 226 Days |
| | | | Years Job Exp: O Local Contract Days: 226 |
| | | | Workers' Comp Info |
| | | | WC Code: WC Ann Pyrnts: 24 WC Remain: 24 |
| | | | Accrual Info |
| | | | Code: Accrual Rate 0,000 = Total 62,416.68 / # of Days Empld 226 |

Monarck - Build (1700年) - Unix アベンダススタチ - Brownin CK 190年

© 2020 Tulus Computer Cooperative | Fletp 🕥



Section Timen: 239 rain and 58 sec

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Save successful

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1:11)(

EAGLE PA S INDEPENDENT SCL. JOL DISTRICT HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230

THIS FORM MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT
[SUBMIT ONE (1) FORM PER EMPLOYEE]

| EMPLOYEE NAME: Fernandez, Ana Sofia | EMPLOYEE ID#: |
|---|--|
| Food Service | ORG. CODE: 816-A |
| OSITION: Asst. Food Service Director for B&E | PAY GRADE/DAYS 7 / 226 |
| | CR WEEK: OYEES MAY NOT WORK MORE THAN EIGHTEEN (18) HOURS PER WEEK TION OF FOOD SERVICE AND TRANSPORTATION EMPLOYEES. |
| LEASE CHECK THE FOLLOWING AS APPLICABLE | |
| X EMPLOYEE TRANSFER/REASSIGNMENT | NEW HIRE |
| EMPLOYEE HIRED IN EXISTING VACANCY | NON-ELIGIBLE FOR FRINGE BENEFITS |
| ELIGIBLE FOR FRINGE BENEFITS | RETIREMENT PAYFOLL DEPT |
| EXTRA DUTY/STIPEND CHANGE | resignation APR 1 3 2022 |
| FMLA | TERMINATION SCHOOL YEAR |
| FUNDING CHANGE (COMPLETE SECTION BELOW) | WORKER'S COMP. LEAVE! -2022 |
| OTHER: | |
| MUST ENTER ACCOUN | MAY 1 2 2077 NT NUMBER(S) SCHOOL YEAR 2021-2022 |
| CURRENT: NEW: | 199-41-6119.00-726-299-000 100 % |
| .cct# % Acct# | % |
| Acct# 0 % Acct# | 0/6 |
| PRINCIPAL/DIRECTOR DATE E | Wattin Cally 4-12- ACCUTIVE DIR. OF HUMAN RESOURCES DATE |
| Mal 4-11-72 | EPUTY SUPT. FOR BUYNESS & FINANCE DATE |
| DEPUTY SUPERINTENDENT DATE SU | UPERINTENDENT DATE |
| FOR HUMAN RESOURCES/PAYROLL USE ONLY- Employees must Initial/Date; same employee may <u>not</u> proces | |
| Processed by: Human Resources: | Payroll: 2 Gm. 4/22/20 |
| Verified by: Human Resources: A Slafe22 | Payroll: (ham 4.25-) |
| Original to Human Resources: Cop | Pay Period: 5/13/22 by to Payroll: 5/12-12 (F |
| 230 | Rev. 11/ |

EAGLE PA 3 INDEPENDENT SCH OL DISTRICT

HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230

THIS FORM MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT [SUBMIT ONE (1) FORM PER EMPLOYEE]

| CAMPUS/DEPT.: Business & Finance ORG. CODE: 726 POSITION: Asst. Business Administration Director PAY GRADE/DAYS 7 / 226 | - |
|--|-----------------|
| POSITION: Asst. Business Administration Director PAY GRADE/DAYS 7 / 226 | |
| TY THE THE TOTAL TOTAL TOTAL AO DECEMBER 1 | _ |
| PART-TIME HOURS PER WEEK. PART-TIME EMPLOYEES MAY NOT WORK MORE THAN EIGHTEEN (18) HOURS PER WEEK WITH THE EXCEPTION OF FOOD SERVICE AND TRANSPORTATION EMPLOYEES. | |
| PLEASE CHECK THE FOLLOWING AS APPLICABLE: APR 1 ? 2022 | |
| X EMPLOYEE TRANSFER/REASSIGNMENT NEW HIRE Human Resource Imelda Urbina | s |
| EMPLOYEE HIRED IN EXISTING VACANCYNON-ELIGIBLE FOR FRINGE BENEFITS | |
| ELIGIBLE FOR FRINGE BENEFITS RETIREMENT Deputy Superintende | |
| EXTRA DUTY/STIPEND CHANGE RESIGNATION | nt for ction |
| FMLA TERMINATION APR 1 2 202 | 2 |
| FUNDING CHANGE (COMPLETE SECTION BELOW) WORKER'S COMP. LEAVE Received | |
| OTHER: | |
| MAY 1 2 2022 MUST ENTER ACCOUNT NUMBER(S) SCHOOL YEAR | - -} |
| CURRENT: NEW: 2021-2022 Acct# 199-41-6119-00-729-299-816 % Acct# 199-41-6119-00-726-299-000 % | - |
| Acet#% Acet# | 'n |
| Acet# | 5 |
| PRINCIPAL/DIRECTOR DATE 4.) AW Ottom Cytlly 4/12 EXECUTIVE DIR. OF HUMAN RESOURCES DATE | -/2 |
| 2.) 5.) DATE DEPUTY SUPT. FOR BUSINESS & FINANCE DATE | _ |
| 282/ 4-17-1 6.) DEPUTY SUPERINTENDENT DATE SUPERINTENDENT DATE | |
| FOR HUMAN RESOURCES/PAYROLL USE ONLY-MUST BE COMPLETELY FILLED OUT Employees must Initial/Date; same employee may not process & verify. If a field does not apply indicate "N/A". Processed by: Human Resources: Payroll: | 7.7 |
| Original to Human Resources: Copy to Payroll: 5 12 22 LF. Rev. 11 | |

EAGLE PASS INDEPENDENT SCHOOL DISTRICT NON-DUTY LEAVE PAYROLL DEPT



(See Reverse Side for Non-Duty Administrative Regulations)

| 2 | 0 | 2 | | 0 | 2 | 2 |
|------|---|-------|-----|---|---|---|
| 1000 | 1 | 10000 | 634 | | | |

SCHOOL YEAR

| EMPLOYEE NAME: | ANA S. FE | RNANDE | sáis 🗾 🕽 z | | 202 | 21-2022 | | | |
|---|-------------------|----------|----------------|----------|------------------|---------|--|--|--|
| CAMPUS: | 816 | ID: | | | | | | | |
| WORKING CALENDA | R (<i>226 or</i> | 238 DAY | ′S): | | 226 | | | | |
| CURRENT YEAR NO | N-DUTY DA | AYS EARN | IED: | 1: | 1 DAYS | | | | |
| | | | BOX 1 | | | | | | |
| Non-Duty Le | ave Bala | ance Da | ays as of : | July 13, | 2021 Pay | Period | | | |
| | PRIOR BALA | | CURREN EARI | | TOTAL BALANCE | | | | |
| LEAVE EARNED | 12.00 | DAYS | 11.00 | DAYS | 23.00 | DAYS | | | |
| LEAVE USED | 0.00 | DAYS | 0.00 | DAYS | 0.00 | DAYS | | | |
| BALANCE | 12.00 | DAYS | 11.00 | DAYS | 23.00 | DAYS | | | |
| Non-duty leave earned in the current school year shall be available to the employee for USE or PAYMENT as requested by the employee. Non-duty leave may not be accumulated for the prior and current year(s) balance in excess of 45 days/360 hours. Non-duty leave in excess of 45 days/360 hours will be automatically paid to the employee annually. By signing below I acknowledge that I have Read, Reviewed, and Verified the information above as provided by the payroll department. Date: 7 13 2 | | | | | | | | | |
| | | | BOX 2 | | | | | | |
| Employee must complete section below for Payment of Non-Duty Day(s) PRIOR YEAR CURRENT YEAR | | | | | | | | | |
| Specify No. of Non-Duty Hours DAYS REQUESTED DAYS REQUESTED O A A A C | | | | | | | | | |
| requested to be paid August 31, 2021 . | | | | | | | | | |
| A request for check <u>must be submitted</u> with this form for payment of non-duty days. | | | | | | | | | |
| Current year non-duty days/hours are TRS eligible. Non-duty days/hrs not paid will be accumulated. You may not accumulate more than 45 non-duty days/360 hours. Non-duty days beyond 45 days/360 hours will automatically be paid to the employee. | | | | | | | | | |
| Employee Signature: | | | | | | | | | |

THIS FORM MUST BE SUBMITTED TO THE PAYROLL DEPARTMENT BEFORE **TUESDAY, AUGUST 3, 2021.**

| | Payroll Salary | Increase Adjust | ment Form |
|--------------------------------|----------------------------|--------------------------------|--|
| Employee Name: | Ana Sofia Fernan | dez | ID: |
| Position: | Asst. Food Service Direto | or for B & E | Campus: |
| Pay Period: | 8/26/2021 | | 7 - 1016 |
| | Rea | son for Adjustment: | |
| TO REF | FLECT 2021-2022 SALARY INC | CREASE AS APPROVED BY S | CHOOL BOARD OF TRUSTEES |
| | C | URRENT INFORMATION | |
| Effective Date: | 7/1/2021 No. of Days: | 226 Daily Hour | rs: Contract Amount: \$ 62,294.6 |
| Pay Grade: | 007 Dailγ Rate | : \$ 275.64 Hrly Rate | te: O/T Rate: |
| | SALAI | RY INCREASE INFORMATION | N |
| Annual Increase: | \$ 122.04 | Daily Increase: \$ 0.54 | Hourly Increase: |
| New Daily Rate: | \$ 276.18 New | v Hourly Rate: \$ - | New Overtime Rate: |
| \$ 62,294.64 | \$ | 122.04 | \$ 62,416.68 |
| Contract Amount | | Increase | Total Contract Amount |
| | | | |
| \$ 2,595.61 | | 07/13/2021 - 08/13/2021 | |
| Pay Rate | Payments | From- To | Contract Paid |
| \$ 15.27 Pay Rate | x 1 Payments | RFC From- To | = \$ 15.27 Contract Paid |
| | | | al Contract Paid: \$ 7,802.10 |
| A 54.514.50 | 21 | 0/20/2021 0/24/2022 | 2 600 76 |
| \$ 54,614.58 Contract Balance | 21 No. of Payments | 8/26/2021 6/24/2022 From To | 2 \$ 2,600.70 Semi Monthly Payments |
| | rocessed by: | Payroll Supervisor | e is eligible for Fringe Benefits and alendor 8/16/21 Date 8:6:21 Date |

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| Social Securit | / #. or | Vendor | # | 9423 | V |
|----------------|-----------|----------|-----|------|---|
| POGICE POGGITE | , ,, , ,, | 1 41 144 | () | | |

Request For Check NO. 126678

Eagle Pass Independent School District

Request For Check

| Please issue check to (NAME) | Ana Sofia Hernandez |
|--------------------------------------|------------------------------|
| (ADDRESS) | 816 |
| | |
| FOR <u>Increase Adjustment</u> | |
| | 9 |
| \$ 5.09 X 3.00 3 payments 07/13/202 | = \$ 15.27 21 - 8/13/2021 |
| | |
| | |
| | |
| | CODE AMOUNT |
| <u> </u> | 199 41 6119 00 729 199-816 |
| | |
| Requested by: Ana Petters | |
| · | |
| Approved by: | TOTAL |
| | TOTAL \$ 15.27 √ APPROVED |

Eagle Pass Independent School District

Payroll Records

| FERNANDEZ, ANA SOFIA - | TITLE: ASST | FS DIR.B&E — STA | AFF ID: | - HRS PER DAY: 0 | | | |
|----------------------------|--------------|------------------|---------------------|------------------|------------------------|---------------------|----------------------------------|
| CAMPUS | 816 A | PAY GRADE | 007 | PAY RATE | 2,595.61 | | |
| STATE STEP | 05 | PAY CODE | 1 | ANNUAL PAYMENTS | 24 | REMAINING PYMTS | 24 |
| YRS IN DIST | 05 06 | BEG CONT DATE | 07/01/2021 | WORK/COMP PYMT5 | 24 | UNEMPL ELIGIBLE | Υ |
| TOTAL YRS EXP | 05 06 | END CONT DATE | 06/15/2022 | NBR OF EXEMPTS | 0 | MARITAL STATU5 | 1 |
| PAY STEP | 05 🗸 | | | ANNUAL CONT | 62,294.64 | | 62,294.64 |
| YRS FOR PAY | 05 | TAKE TRS FEE | 1 | STATE MIN FOUND | 47,928.50 38880 | FICA ELIGIBLE | З |
| DEGREE LEVEL | 2 | TRS NON-STO CODE | 1 | NBR DAYS EMPLYED | 226 | ACTUAL CONT DAYS | 226 |
| TRS CLASS | Τ | TRS NON-STD RPT | 1 | LONGEVITY PAY | 0.00 | CONT MONTHS | 24 🖍 |
| TRS STATUS | 1 | TRS NON-STD ZER | 1 | ACCRUAL CODE | | PAYOFF DATE | 06/24/2022 🗹 |
| LOCAL PAY | 0.00 | | | EMPLOYED DT | 20160120 | REEMPLOYED DT | w 1 mm |
| Distributions BUDGET CODES | AMOUNT | PERCENT GRANT | Supplemental Distri | bution | | DAILY RATE ABS RATE | 275.64 275.64 |
| 19941611900C729199816 | 2,595.61 | 1.00000 | | | | HOURLY RATE: | 0.00 |
| | | | 711202 | , | | OVRTIME RATE: | 0.00 |



Eagle Pass Independent School District

Payroll Records

| FERNANDEZ, ANA SOFIA | - TITLE: ASST FS DIR.B&E - | STAFF ID: _3 — HRS PER DAY: 0 | | |
|----------------------|----------------------------|--|---------------------------------|--------------------|
| CAMPUS | 816 A 🗸 PAY GRADE | 007 Y PAY RATE | 2,607.38 2595. U | |
| STATE STEP | 04 5 PAY CODE | 1 ANNUAL PAYMENTS | 24 🗸 REMAINING PYMTS | 6 <u>24</u> |
| YRS IN DIST | 05 O BEG CONT DATE | 07/01/2020 WORK/COMP PYMTS | 6 24 UNEMPL ELIGIBLE | Υ |
| TOTAL YRS EXP | 05 C END CONT DATE | 06/15/2021 415/2 NBR OF EXEMPTS | 0 MARITAL STATUS | 1 |
| PAY STEP | 04 5 | ANNUAL CONT | 62,294.64 V CONT BALANCE | 15,644.31 (02294.6 |
| YRS FOR PAY | 00 TAKE TRS FEE | 1 STATE MIN FOUND | 47,928.50 FICA ELIGIBLE | 3 |
| DEGREE LEVEL | 2 TRS NON-STD COI | DE 1 NBR DAYS EMPLYED | 226 _ ACTUAL CONT DAYS | 226 -V |
| TRS CLASS | T TRS NON-STD RPT | 1 LONGEVITY PAY | 0.00 CONT MONTHS | 24 V |
| TR5 STATUS | 1 ——— TRS NON-STD ZER | 0 ACCRUAL CODE | PAYOFF DATE | 06/30/2021 6 30 22 |
| LOCAL PAY | 0.00 | EMPLOYED DT | 20160120 REEMPLOYED DT | |
| Distributions | | Supplemental Distribution | DAILY RATE | 275.64 🗸 |
| BUDGET CODES | LA LAMOUNT BERGENTI GRANT | | ABS RATE | 275.64 🗸 |
| 19941611900C72919981 | 6 2,687.38 1.00000 | | HOURLY RATE: | 0.00 |
| | 2595.01 | | OVRTIME RATE: | 0. 0 |

AU

| | | Year: C | Frequency: 5 | Change | |
|--|--|--|---|---|------------|
| Employee: | : FERNANDEZ, ANA SOFIA | | | - | |
| | | Primary Campus: { | 816 FOOD SERVICE DEPT. | ~ J | |
| Rows: 1 of 1 | | Dept: (| A | | |
| ontract Info | | | | | |
| Pay Type: 1 Con Total: 62,416 # of Months in Contr | | | Sched Max Days: aining Pymts: 21 Concept: Base Annual: 0.00 | Use annual salary table | er Pay Ste |
| D D-+ | 276.180 = Contract Total: 2.600.70 = Contract Total: 0.00 OVTM Elig: 0 | 02,410.08 | ays Empld: 226 # Days Off ual Pymts: 24 Payoff Dat e: 0.00 Exempt Status: | | : 40 |
| ate Info | | | | | |
| State Step: 05 State Min Salary: | | TRS Year: TRS Member Pos: | 02 Teacher, librarian ✓ X % Assigned: 100% | Wholly Sep Amt: 0.00 X # of days Empld 226 | |
| Calendar/Local Info | | | | | |
| Calendar/Local Option | ons: (17 - 2122 226 Days) | Begin Date: 07-01-202 Local Contract Days: 226 | End Date: 06-16-2022 | # of Days Empld: 226 | |
| Workers' Comp Info | na na www. | | | | • |

Session Timer: 239 min and 57 sec

Year: C

Frequency: 5

Change

: FERNANDEZ, ANA SOFIA Employee:

-

Details Job Code Delete

Extra Duty Account Type

Account Code

Amount

Percent

DB&E - ASST FS DIR.B&E

G

Total:

199-41-6119.00-729-199816 62,416.68 100.000%

62,416.68 100.000%

Rows: 1 of 1

Job Code:

Extra

Duty Code:

Account Type:

G Standard gross pay

Account Code:

SALARIES/WAGES TEACHERS & OTHE

199-41-6119.00-729-199816

Amount: 62,416.68 out of 62,416.68

Percent: 100.000%

Activity Code:

80 Base Salary

TRS Grant Code:

Worker's

CLASS C- PROFESSIONA

Comp Code:

Expense 373:

Y Account used in ASB distr

Employer Contribution:

Performance

Pay:

HIDS

Save successful

| | Payroll | Salary Inc | crease / | Adjustmer | nt Form | |
|------------------|-------------------|---------------------------------------|----------------|---------------------------------------|---|--------------------------|
| Employee Name: | ANÁ S | OFIA FERNANDEZ | | ID: | | |
| Position: | ASS | ST FS DIR B&E | | Can | npus: | 816-A |
| Pay Period: | | 8/31/2020 | | | | |
| | | Reason | for Adjus | stment: | | |
| TO REF | LECT 2020-2021 | 1 SALARY INCREA | ASE AS APPR | OVED BY SCHOO | L BOARD OF TR | USTEES |
| | | CURRI | ENT INFORM | ATION | | |
| Effective Date: | 7/1/2020 | No. of Days: | - 226: - W | Daily Hours: | Contr | act Amount: \$ 60,317.14 |
| Pay Grade: | 007 🗸 | Daily Rate: \$ | 266.89 | Hrly Rate: | | O/T Rate: |
| | | / SALARY IN | ICREASE INF | ORMATION | *************************************** | |
| Annual Increase: | \$ 1,977.50 | / Daily | Increase: \$ | 8.75 | Hourly | Increase: |
| New Daily Rate: | \$ 275.64 | New Hou | urly Rate: | | New Overt | time Rate: |
| \$ 60,317.14 | \checkmark | \$ | 1,977.50 | | | 62,294.64 |
| Contract Amount | . • | Annual Incr | ease | nn C | | al Contract Amount |
| | | (4) | 200 | <u> </u> | | |
| \$ 2,513.21 | √ x | 3 07 | 7/15/2020 - | 08/14 / 2020 | = \$ | 7,539.63 |
| Pay Rate | | Payments | From- | - То | | Contract Paid |
| \$ - | х - | | | | = \$ | |
| Pay Rate | | Payments | From- | | | Contract Paid |
| | | | | lotal Con | tract Paid: \$ | 7,539.63 |
| \$ 54,755.01 | ✓ 21 | 1 8, | /31/2020 | 6/30/2021 | \$ | 2,607.38 |
| Contract Balance | No. of Pa | yments | From | То | Se | emi Monthly Payments |
| Poyrall Spi | ecialist and Payı | roll Supervisor mu completed their | | t employee is elig Working Calenda | | Benefits and |
| Prepared ond | Processed by: | | · 7 | | ; | 8-15-7050 |
| | | Payı | roll Specialis | t | | Date |
| | Reviewed by: | 55 | Deno | uro | | 8/12/20 |
| | , . | Payro | oll Superviso | r | | Date |
| | Approved by: | | | | | |
| | ripproved by: | Рау | roll Director | | | Date |
| | | | | | Ś | 94.17 \$ 94.17 |

| FAGLE PASS ISD |
|--|
| Main Menus Employee Data Menu |
| Pay Information Maintenance WPR5321 |
| Save: Warnings Emp.Maint Pay Info 2 Dir Dep Data Distribution Data: Deduction Data: Emp.Pay.Simulation: |
| PAY INFORMATION UPDATED; 1 WARNING MESSAGES HAVE BEEN ISSUED. |
| Payroll: 5 |
| Employee Number: 0 SSN: Qualifier: P Campus: 816 FOOD SERVICE DEPT. W-4 Docs Other Docs Search |
| Prefix First Middle Last Gen |
| Name: ANA SOFIA FERNANDEZ |
| Pay Status: 1 - Active V |
| Pay Rate Code: 1 - Contract (Salaried) V Pay Rate: 2607.38 |
| Pay Rate Code: 1 - Contract (Salaried) Pay Rate: 2607.38 Regular Hours: 0.00 Hours Per Day: 0.00 Daily Rate: 275.640 Absence Rate: 275.640 |
| Daily Rate: 275,640 Absence Rate: 275,640 |
| Overtime Eligibility: 0 - No overtime |
| Annual Contract: 62294.64 Contract Balance: 54755.01 |
| Payoff Date: 06 30 2021 Contract Months: 24 |
| Number of Days Employed: 226 Actual Contract Days: 226 |
| State Min Fund: 44168.54 |
| Payments |
| Annual Payments: 24 Remaining Payments: 21 |
| Work / Comp Payments: 21 Rem Encumbrance Payments: 00 |
| Unemployment Eligible: Yes V Accrual Code: |
| Marital Stafus: 1 - Single V Number of Exemptions: 00 IRS Lock-in Letter: V |
| FICA Eligible: 3 - Medicare only V EIC Flag: 0 - Not eligible V |
| W4 Information Year 2020 |
| Filing Status: Multiple Jobs: |
| Credits Number of Qualifying Children: 00 Number of Other Dependents: 00 Other: 0.00 |
| - Adjustments |
| Other Income: 0.00 Deduct: 0.00 |

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| ATCCS EAGLE PASSISD | | | 9 |
|--|---|------------------|-------------------------------|
| | Main Menu Employee Data Menu Distribution Account Maintenan | ✓ ™ | WPR5335 |
| Save. insert. Warnings Pay Info 1 Pay Info | 2 Dir Dep Data | TRS | |
| BUDGET INFORMATION UPDATED | | | |
| Payroli: 5 | ۵۱ | Feet 1 | |
| Employee Number: SSN: 原 | Campus: 816 FOOD SERVICE DEPT. Last Gen | 28 elia 2020 | |
| Name: ANA SOFIA Pay Rate: 2607,36 | FERNANDEZ | Es eller | |
| Activity Account Code | rogram Amount Percent | • | ıp Prev Next de ← → |
| 80 199 41 6119 00 C 816 | 0 99 2607.38 1.00000 | 100 24 V V | |
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2020-2021

VANDEZ, ANA SOFIA - TITLE: CRANT MANAGER - STAFF ID: 1 - HRS PER DAY: 0 **IPUS** 801 A PAY GRADE 007 PAY RATE 2,535.92 04 0 S PAY CODE ANNUAL PAYMENTS LE 2.LED 04 **0 S** BEG CONT DATE 2 2 4 UNEMPLELIGIBLE WORK/COMP PYMTS IN DIST 04 05 END CONT DATE 'AL YRS EXP NBR OF EXEMPTS MARITAL STATUS 04 05 'STEP ANNUAL CONT 00 TAKE TRS FEE 44,168.54 FICA ELIGIBLE FOR PAY 1 ____ STATE MIN FOUND ACTUAL CONT DAYS GREE LEVEL 1 TRS NON-STD CODE 1 _____ NBR DAYS EMPLYED 1 _____ LONGEVITY PAY 0.00 ____ CONT MONTHS 5 CLASS T ____ TRS NON-STD RPT O ACCRUAL CODE 1 ---- TRS NON-STD ZER PAYOFF DATE 5 STATUS 0.00 EMPLOYED DT 20160120 REEMPLOYED DT ICAL PAY 2513.2 DAILY RATE istributions Supplemental Distribution AMOUNT SPERCENT GRANT 266,89 ABS RATE 2,535.92 1.00000 HOURLY RATE: 0,00 199-41-6119.00-816-099

OVRTIME RATE:

0.00

| {A} | DATE PREPARED <u>06/23/2020</u> EFFECTIVE DATE <u>07/01/2020</u> |
|-------|--|
| | NAME Fernandez Ana Sofia LAST FIRST M. |
| | SOC.SEC.NO I.D. NO |
| | CAMPUS/LOCATION DSC PAY GRADE 7 |
| | JOB TITLE Grant Manager |
| | DEGREE YEARS OF EXPERIENCE |
| | WORK DAYS BOARD/SUPT AGENDA DATE06/18/2020 |
| | OTHER |
| {B} | ADD TO PAYROLL: |
| | □ NEW EMPLOYEE □ TEMPORARY □ SEE ATTACHED □ PART TIME □ OTHER |
| {C} | SALARY OR RATE: |
| | □ PAY GRADE MINIMUM □ PER SALARY SCHEDULE □ ANNUAL SALARY □ DAILY RATE □ HOURLY RATE □ OTHER |
| {D} | PROMOTION, TRANSFER OR TERMINATION: |
| Busin | ☐ PROMOTION ☐ NEW JOB TITLE Asst. FS Director for less & Events ☐ PAY GRADE RECLASSIFICATION ☐ NEW PAY GRADE |
| EXEC | W Other Cattle 4/22/20 SCHOOL FEAR CUTIVE DIRECTOR FOR H. R. DATE DEPUTY SUPT. FOR EUS. & FIN. DATE |
| SUPE | RINTENDENT DATE |

| {A} | DATE PREPARED <u>06/23/2020</u> | EFF | ECTIVE DATE |
|------|---|-----------------------|--|
| | NAMELAST | FIRST | M. |
| | SOC.SEC.NO | I.D. NO | - |
| | CAMPUS/LOCATION | _ PAY GRAD | DE |
| | JOB TITLE | | |
| | DEGREE YEAR | S OF EXPERIENC | E |
| | WORK DAYS BO | ARD/SUPT AGENI | DA DATE <u>06/18/2020</u> |
| | OTHER Professional Hiring Sched | ule - Revised A S | St. FS Dir. Jon, |
| {B} | ADD TO PAYROLL: | | DUN 4800UD |
| | ☐ NEW EMPLOYEE ☐ TO | EMPORARY THER | SEE ATTACHED |
| {C} | SALARY OR RATE: | | 5. |
| | PAY GRADE MINIMUM ANNUAL SALARY HOURLY RATE | PER S. DAILY OTHE | ALARY SCHEDULEYROLL DEPT R JUN 30 2020 |
| {D} | PROMOTION, TRANSFER OR TE | RMINATION: | SCHOOL YEAR 2019-2020 |
| | □ PROMOTION □ PAY GRADE RECLASSIFICATION □ LEAVE OF ABSENCE □ TRANSFER | ATION NEW I TERM | OB TITLE PAY GRADE INATION R |
| EJEC | CUTIVE DIRECTOR FOR H. R. DAT | DEPUTY ST | 6-25-10 JPT. FOR BUS. & FIN. DATE |
| SUPE | ERINTENDENT DATE | | |

EAGLE PASS INDEPENDENT SCHOOL DISTRICT PROFESSIONAL HIRING SCHEDULE 2019-2020

BASED ON \$48,000 STARTING SALARY

| PAY STEP EXPERIENCE | STATE MINIMUM | LOCAL SALARY* | PROFESSIONAL SUPPORT POSITIONS | ADDITIONAL PAY*** |
|---------------------|---------------|---------------|--|-------------------|
| 0 | 33,660 | 48,000 | ASST. CHIEF OF POLICE | 5,600 |
| 1 | 34,390 | 48,100 | ATHLETIC TRAINER | 7,000 |
| 2 | 35,100 | 48,200 | COUNSELOR | 4,000 |
| 3 | 35,830 | 48,300 | LIBRARIAN: | |
| 4 | 37,350 | 48,400 | LEARNING RESOURCE CERTIFICATION | 4,000 |
| 5 | 38,800 | 48,800 | LEARNING RESDURCE ENDORSEMENT | 3,750 |
| 6 | 40,410 | 49,200 | SPECIAL EDUCATION: | |
| 7 | 41,830 | 49,600 | ASSESBMENT SPECIALIST | 1,500 |
| 8 | 43,170 | 50,000 | DIAGNOSTICIAN | 2,500 |
| 9 | 44,440 | 50,400 | LICENSED SPECIALIST- SCHOOL PSYCHOLOGY | 1,500 |
| 10 | 45,630 | 50,800 | LICENSED SPEECH PATHOLOGIST | 10,000 |
| 11 | 46,770 | 51,200 | PHYSICAL THERAPIST | 1,500 |
| 12 | 47,850 | 51,600 | PHYSICAL THERAPIST ASST. | 1,500 |
| 13 | 48,850 | 52,000 | SPEECH THERAPIST | 2,500 |
| 14 | 49,810 | 52,400 | SPEECH PATHOLOGIST ASSISTANT | 1,500 |
| 15 | 50,710 | 52,800 | TEACHER-AUDITORY/VISUALLY IMPAIRED | 1,500 |
| 16 | 51,570 | 53,200 | PEP SUPERVISOR | 1,500 |
| 17 | 52,370 | 53,600 | PUBLIC INFORMATION OFFICER | 5,500 |
| 18 | 53,140 | 54,000 | SOCIAL WORKER | 1,500 |
| . 19 | 53,860 | 54,400 | | |
| 20** | 54,540 | 54,800 | | |

^{*}LOCAL SALARY STEP AMOUNT OF \$100/\$400 IS BASED ON 187 WORKING DAYS AND IS PRORATED BASED ON ADDITIONAL WORKING DAYS FOR EACH YEAR OF EXPERIENCE. THE LOCAL SALARY STEP INCREASE IS NOT STATE MANDATED AND IS NOT AUTOMATIC, IT IS PART OF THE OVERALL SALARY APPROVED AT THE DISCRETION OF THE BOARD OF TRUSTEES.

THE PROFESSIONAL HIRING SCHEDULE INQUIDES:

ACCOUNTS PAYABLE SUPERVISOR ASST. CHIEF OF POLICE

ASST_FOOD SERVICE DIRECTOR

ASST. FS DIR. FOR BUS. & EVENTS

ASST. NURSE COORDINATOR

ASST. TAX ASSESSOR-COLLECTOR

ATHLETIC TRAINER BAND DIRECTOR

CERTIFICATION OFFICER

COUNSELÇIR O

GRANT MANAGER LIBRARIAN

PEIMS DATA ANALYST

PUBLIC INFO. OFFICER

PRINT SERVICES MANAGER

PEP SUPERVISOR

, RO 3 MICROSOMPUTER TECH.

PURCHASING ASSISTANT REGISTERED NURSES SOCIAL WORKER

SP. ED. ASSESSMENT SPECIALIST

SP. ED. DIAGNOSTICIAN SP. ED. PARENT/TRAINER

SP. ED. LICENSEO SPECIALIST- SCHOOL PSYCHOLOGY TEACHER

SP. ED. LICENSED SPEECH PATHOLOGIST

SP. ED. OCCUPATIONAL THERAPIST

SP. ED. SPEECH PATHOLOGIST ASST.

SP. ED. PHYSICAL THERAPIST ASST.

SP. ED. PHYSICAL THERAPIST

SP. POP. EVALUATOR STAFF ACCOUNTANT

WEBMASTER

^{**}NEW EMPLOYEES WITH OVER 20 YEARS OF EXPERIENCE WILL BE PLACED AT STEP 20.

^{***}ADDITIONAL PAY ADDED TO HIRING AMOUNT FOR SPECIFIC PROFESSIONAL SUPPORT POSITIONS AND IS PRORATED BASED ON 1617 WORKING DAYS.

June 17, 2020 Ana Sofia Fernandez # Asst. Food Service Director for Business & Events

Dear Ms. Fernandez,

Marted for Excellence

This letter is to inform you that effective July 1, 2020 you have been reassigned to the Food Service Department. Your salary and pay grade will remain the same. Please contact your immediate supervisor Mr. Mario Garcia for further details.

Please feel free to contact me at (830)773-5181 should further information be needed, and I want to personally thank you for the level of professionalism and continued support of this district and its children.

Sincerely,

nuel Mitares

Superintendent of Schools

PAYROLL DEPT

Received:

XC: Rolando Salinas, Deputy Supt. For District Operations Mario Garcia, Food Service Director Rene Martinez, School Imprv., Curr. & Accountability Director Employee File

RECEIVED PAYROLL DEPT

Rev. 12/18

EAGLE PASS INDEPENDENT SCHOOL DISTINCT, HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230/20

THIS FORM MUST BE SUBMITTED TO THE HUMAN RESOURCES DE 19-2020

| EMPLOYEE NAME: | Fernandez, Ana | a Sofia | EMPLOYEE ID#:_ | · |
|------------------------------|--|----------------|-----------------------------------|---|
| CAMPUS/DEPT.: | School Imp./Curr. & A | Accountability | ORG. CODE: | 801 |
| POSITION: Gran | t Manager | | | |
| FULL TIME | PART-TIME | | | N EIGHTEEN (18) HOURS PER WEEK SPORTATION EMPLOYEES, |
| PLEASE CHECK TH | E FOLLOWING AS A | APPLICABLE | : | |
| EMPLOYEE TR | LANSFER/REASSIGNM | ENT | NEW HIRE | |
| EMPLOYEE HI | RED IN EXISTING VA | CANCY | NON-ELIGIBLE FO | R FRINGE BENEFITS |
| ELIGIBLE FOI | R FRINGE BENEFITS | | RETIREMENT | |
| EXTRA DUTY | /STIPEND CHANGE | AMA | RESIGNATION | |
| FMLA | | A | TERMINATION | |
| X FUNDING CH | ANGE (COMPLETE SECTION E | BELOW) | WORKER'S COMP. | LEAVE |
| x _{OTHER:} Posit | tion/Title Change | | | vice Alk bill |
| CURRENT: | | NEW: | T NUMBER(S) | |
| Acct# 289-11-6119-0 | 00-801-011-044 | % Acct# | 199-41-6119-00-816 | |
| Acct# | | % Acct#_ | | |
| 1.) MA- PRINCIPAL/DIRECTO | lo [1]20 DATE 1-/1/20 | 4.) <u></u> | MW Cuttus CUTIVE DIR. OF HUMAI | COSTUDE LA INTE |
| PROGRAM DIRECTO | R DATE | | PUTY SUPT. FOR BUSINE | SS & FINANCE DATE |
| 3.) | NDENT DATE | 6.) SU | PERINTENDENT | DATE |
| | IUMAN RESOURCES/PAYE | | | |
| ' ' | tiai/Date; same employee tesources: | . — . | · . | > 8-13-20 |
| Verified by: Human R | | | | |
| • | | | Payroll: Pay Period: | 8-31-20 |

F-230



Eog Off 9/30/2020 1/41-11/PM

| Number of Days Employed: 226 State Min Fund: 46042, syments Annual Payments: 24 R | SSN: Find | Qualifier: P Id Middle SOFIA Pay Rate | Campus: 816 FOC Last FERNANDEZ 2607.38 er Day: 0.00 P Rate: 275.640 P Rate: 0.00 | Deduction D | | Simulation TRS W-4 Docs | Other Docs | Sen |
|--|--------------|--|--|---------------------------------------|--------------------------|--|------------|-------|
| Annual Contract: 62294. Payoff Date: 06 Number of Days Employed: 226 State Min Fund: 46042. Work / Comp Payments: 18 Repyroll: 5 Employee Number: First ANA Pay Status: 1 - Active ✓ Pay Rate Code: 1 - Contract (Sa Regular Hours: 0.00 Dally Rate: 275.640 Overtime Eligibility: 0 - No overtime Annual Contract: 62294. Payoff Date: 06 Number of Days Employed: 226 State Min Fund: 46042. | SSN: Find | Middle SOFIA Pay Rate Hours Pe Absence Overtime Contract Balance | Last FERNANDEZ :: 2607.38 er Day: 0.00 e Rate: 275.640 e Rate: 0.00 :e: 46932.87 s: 24 | DD SERVICE DEPT. | | W-4 Docs | Other Docs | Sea |
| Payroll: 5 Employee Number: Prefix First Name: ANA Pay Status: 1 - Active Y Pay Rate Gode: 1 - Contract (Sa Regular Hours: 0.00 Dally Rate: 275.640 Overtime Eligibility: 0 - No overtime Annual Contract: 62294. Payoff Date: 06 Number of Days Employed: 226 State Min Fund: 46042, syments Annual Payments: 24 R Work / Comp Payments: 18 R | Find | Middle SOFIA Pay Rate Hours Pe Absence Overtime Contract Balance | Last FERNANDEZ :: 2607.38 er Day: 0.00 e Rate: 275.640 e Rate: 0.00 :e: 46932.87 s: 24 | DD SERVICE DEPT. | | W-4 Docs | Other Docs | Sec |
| Prefix First Name: ANA Pay Status: 1 - Active ✓ Pay Rate Code: 1 - Contract (Sa Regular Hours: 0.00 Dally Rate: 275.640 Overtime Eligibility: 0 - No overtime Annual Contract: 62294. Payoff Date: 06 Number of Days Employed: 226 State Min Fund: 46042. syments Annual Payments: 24 R Work / Comp Payments: 18 R | Find | Middle SOFIA Pay Rate Hours Pe Absence Overtime Contract Balance | Last FERNANDEZ :: 2607.38 er Day: 0.00 e Rate: 275.640 e Rate: 0.00 :e: 46932.87 s: 24 | DD SERVICE DEPT. | | W-4 Docs | Other Docs | ⊥ Sec |
| Prefix First Name: ANA Pay Status: 1 - Active ✓ Pay Rate Code: 1 - Contract (Sa Regular Hours: 0.00 Dally Rate: 275.640 Overtime Eligibility: 0 - No overtime Annual Contract: 62294. Payoff Date: 06 Number of Days Employed: 226 State Min Fund: 46042. syments Annual Payments: 24 R Work / Comp Payments: 18 R | Find | Middle SOFIA Pay Rate Hours Pe Absence Overtime Contract Balance | Last FERNANDEZ :: 2607.38 er Day: 0.00 e Rate: 275.640 e Rate: 0.00 :e: 46932.87 s: 24 | DD SERVICE DEPT. | | W-4 Docs | Other Docs | Ser |
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| Annual Contract: 62294. Payoff Date: 06 Number of Days Employed: 226 State Min Fund: 46042. syments Annual Payments: 24 R Work / Comp Payments: 18 R | | Contract Balance | se: 46932.87 | i | Address Standard Control | AMERICAN AND AND AND AND AND AND AND AND AND A | | |
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| Annual Payments: 24 R Work / Comp Payments: 18 R Unemployment Eligible: Yes > | | 2 CE O | | | | | | |
| Unemployment Eligible: Yes ✔ | emaining Pay | yments: 18 | | | | | | |
| | em Encumbra | ance Payments: 00 | | | | | | |
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| Marital Status: 1 - Single | | Accrual Code: | | | | | | |
| C) = 4 = 11 to 1 | | Number of Exemption | | k-in Letter: | | - | | |
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| 4 Information Year 2020 | | NA MANUAL LABOR | | | , | | | |
| Credits | | Multiple Jobs: | . | | | | | |
| Number of Qualifying Children | | | | | | | | |
| - Adjustments | : 00 1 | Number of Other Depende | ents; 00 ; Other; | 0.00 | | | | |
| Other Income: 0,00 | : 00 h | Number of Other Depende | ents: 00 : Other: | 0.00 | | | | |



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| Name: ANA | SOFIA | FERNANDEZ | | | |
| Pay Status: 1 - Active V | | | | | |
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| Regular Hours; 0.00 | Hours Pe | er Day: 0.00 | | | |
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| Overtime Eligibility: 0 - No overtime | ✓ : Overtime | e Rate: 0.00 | | | |
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| Annual Contract: 62294.64 | Contract Balance | ce: 46932.87 | | | |
| Payoff Date: 06 30 | 2021 Contract Months | s: 24 | | | |
| Number of Days Employed: 226 | Actual Contract | t Days: 226 | | | |
| State Min Fund: 47928.50 | _After | 2115 | | | |
| Payments | | V | | | |
| Annual Payments: 24 Rema | ining Payments: 18 | • | | | |
| Work / Comp Payments: 18 Rem | Encumbrance Payments: 00 | | | | |
| | | | | | |
| Unemployment Eligible: Yes 🗸 | Accrual Code: | | | | |
| Marital Status: 1 - Single | ∨ Number of Exempti | ions: 00 RS Lock-in Letter: | | | |
| FICA Eligible; 3 - Medicare on | y V EIC Flag: | 0 - Not eligible | <u>v</u> . | | |
| W-4 Information Year 2020 | | | .,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | | |
| Filing Status: | ✓ Multiple Jobs: | <u> </u> | | | |
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EAGLE PASS INDEPENDENT SCHOOL DISTRICT

HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230

| EMPLOŶĔE NAN | | | EMPLOYEE | Dr |
|--|--|--------------------------------------|---|--|
| CAMPUS/DEPT.: | Food Serv | vice . | ORG. CODE: | 816 |
| POSITION: AS | ST. FOOD SE | RVICE DIRE | CTOR FOR BUSIN | IESS & EVENTS |
| FULL TIM | E PART- | TIME HOUI | RS PER WEEK: | RECEIVE |
| | | מדי דים גם | AT TABLOWERS MAY NOT WORK MA | ORE THAN EIGHTEEN (18) HOURS PER WEEK ID TRANSPORTATION EIGELOTIERS. 2021 |
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| EMPLOYEE | E TRANSFER/REAS | SIGNMENT | NEW HIRE | Human Roson Ca Amaria Orbing |
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| ELIGIBLE | FOR FRINGE BENE | EFITS | RETIREMENT | RECEIVED PAYROLL DEPT |
| EXTRA DU | JTY/STIPEND CHA | NGE | RESIGNATIO | |
| FMLA | | | TERMINATIC | MAR 0 3 2021 |
| X _{FUNDING} | CHANGE (COMPLETE | SECTION BELOW) | WORKER'S C | SCHOOL YEAR |
| OTHER: | | | | . 5 2021 |
| START DATE: | 09/01/2020 (AY BE BLANK; AS APP | | END DATE: | BLANK; AS APPLICABLE) |
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| OTHER/REASON CURRENT: Acct# 199-41-611 | MUST | r enter aco | (MAY BE COUNT NUMBER(S) EW: Acct# 199-41-6119-00 | 1-729-199816 100 _% |
| CURRENT: Acct# Acct# 1.) | MUS: 9-00-816-19900 | LICABLE) T ENTER ACC N 0 100 % % | COUNT NUMBER(S) EW: Acct# 199-41-6119-00 Acct#_ Acct#_ Acct#_ 4.) WW Utt | 1-729-199816 100 % |
| CURRENT: Acct#_ Acct#_ | MUST 9-00-816-19900 | LICABLE) T ENTER ACC N 0 100 % % | COUNT NUMBER(S) EW: Acct# 199-41-6119-00 Acct#_ Acct#_ Acct#_ 4.) WW Utt | 1-729-199816 100 % white the state of the s |
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F-230

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES EMPLOYEE STATUS CHANGE THE FORMAL **HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230** S FORM MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT [SUBMIT ONE (1) FORM PER EMPLOYEE] EMPLOYEE NAME: Ana Sofia Fernandez EMPLOYEE ID#: DEPUTÇÂMPUS/DEPT.: DSC 801 ORG. CODE: Grant Manager FULL TIME PART-TIME PART-TIME EMPLOYEES MAY NOT WORK MORE THAN EIGHTEEN (18) I WITH THE EXCEPTION OF FOOD SERVICE AND TRANSPORTATION EMP PLEASE CHECK THE FOLLOWING AS APPLICABLE: EMPLOYEE TRANSFER/REASSIGNMENT NEW HIRE Human Resources Patricia Garcia EMPLOYEE HIRED IN EXISTING VACANCY NON-ELIGIBLE FOR FRINGE BENEFITS ELIGIBLE FOR FRINGE BENEFITS RETIREMENT EXTRA DUTY/STIPEND CHANGE RESIGNATION JUN 2 4 2020 FMLA TERMINATION RECEIVED FUNDING CHANGE (COMPLETE SECTION BELOW) OTHER: END DATE: _ START DATE: (MAY BE BLANK; AS APPLICABLE) (MAY BE BLANK; AS APPLICABLE) OTHER/REASON FOR CHANGE: RECEIVED PAYROLL DEPT MUST ENTER ACCOUNT NUMBER(S) JUL 6 9 292 CURRENT: NEW: Acct# 289-11-6119-00-801-0-11044 Acct# SCHOOL YE! 2020-202 Acct# Acct# Acct# JUN 2 4 2020 DEPUTY SUPERINTENDENT DATE SUPERINTENDENT DATE FOR HUMAN RESOURCES/PAYROLL USE ONLY-MUST BE COMPLETELY FILLED OUT Employees must initial/Date; same employee may not process & verify. If a field does not apply indicate

PROGRAM DIRECTOR DATE DEPUTY SUPT. FOR BUSINESS & FINANCE DATE

3.)

DEPUTY SUPERINTENDENT DATE SUPERINTENDENT DATE

FOR HUMAN RESOURCES/PAYROLL USE ONLY-MUST BE COMPLETELY FILLED OUT

Employees must initial/Date; same employee may not process & verify. If a field does not apply indicate "N/A"

Processed by: Human Resources:

Payroll:

Payroll:

Pay Period:

Pay Period:

Original to Human Resources:

Copy to Payroll:

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES EMPLOYEE STATUS CHANGES
THE FORMAL PASS INDEPENDENT SCHOOL DISTRICT **HUMAN RESOURCES EMPLOYEE STATUS CHANGE FORM F-230** S FORM MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT [SUBMIT ONE (1) FORM PER EMPLOYEE] YEE NAME: Ana Sofia Fernandez EMPLOYEE ID#: DEPUTÇAMPUS/DEPT.: DSC ORG. CODE: Grant Manager POSITION: PART-TIME FULL TIME PART-TIME EMPLOYEES MAY NOT WORK MORE THAN WITH THE EXCEPTION OF FOOD SERVICE AND TRANSF PLEASE CHECK THE FOLLOWING AS APPLICABLE: X EMPLOYEE TRANSFER/REASSIGNMENT NEW HIRE Human Resources Patricia Garcia EMPLOYEE HIRED IN EXISTING VACANCY

NON-ELIGIBLE FOR FRINGE BENEFITS RETIREMENT ELIGIBLE FOR FRINGE BENEFITS EXTRA DUTY/STIPEND CHANGE RESIGNATION JUN **2 4** 2020 TERMINATION FMLA RECEIVED WORKER'S COMP. LEA FUNDING CHANGE (COMPLETE SECTION BELOW) OTHER: END DATE: $\frac{6/30/2020}{\text{(MAY BE BLANK; AS APPLICABLE)}}$ START DATE: (MAY BE BLANK: AS APPLICABLE) OTHER/REASON FOR CHANGE: RECEIVED PAYROLL DEPT MUST ENTER ACCOUNT NUMBER(S) JUL 0 º 2020 CURRENT: NEW: Acct# 289-11-6119-00-801-0-11044 SCHOOL YEAR 2020-2027 Acct# Acct# Acct# Acct# JUN 2 4 2020 SUPERINTENDENT DATE DEPUTY SUPERINTENDENT FOR HUMAN RESOURCES/PAYROLL USE ONLY-MUST BE COMPLETELY FILLED OUT Employees must Initial/Date; same employee may, not process & verify. If a field does not apply indicate 08/19/2020 Processed by: Human Resources: 4706 Human Resources: Pay Period:

Original to Human Resources: