

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
DEPARTMENT OF HUMAN RESOURCES

1420 EIDSON ROAD • EAGLE PASS, TEXAS 78852 • (830) 773-5181 FAX (830) 773-0221

RECEIVED

INTENT FORM - PARAPROFESSIONAL SEP 18 2018

Human Resources
Imelda Urbina

FOR OFFICE USE ONLY:

Checklist

- ✓1. Letter of Intent
- ✓2. Application for Employment
- ✓3. Nepotism Statement
- ✓4. Criminal History Form
- ✓5. References (2)
- ✓6. Exam ~~has~~ has not been passed
Date: Indefinite
- ✓7. College Transcripts
- 8. High School Diploma or Transcripts
- 9. GED
- 10. CDL / Drivers License
- ✓11. Copy of License/Certificate
Specify Associate in
Applied Science

____ MQ Full COMPLETE

DATE: September 18, 2018

NAME: Gabriela van der Maal

S.S.# or ID: ID#1773

PHONE: (830) 968-5446

ADDRESS: 2622 Arrow Point Blvd Eagle Pass, TX 78852

POSITION APPLYING FOR: Administrative Secretary

Applicant: please check any and all that apply

☒

Currently an EPISD Employee

☐

Application is on File (less than a year)

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

DEPARTMENT OF HUMAN RESOURCES

1420 EIDSON ROAD • EAGLE PASS, TEXAS 78852 • (830) 773-5181 FAX (830) 773-0221

APPLICATION FOR CLASSIFIED EMPLOYMENT

I. PERSONAL INFORMATION

(PRINT IN INK OR TYPE INFORMATION)

Date of Application: September 18, 2018

Date Available for Employment: _____

Name: Gabriela van der Maal

Social Security Number: [REDACTED]

Address: 2622 Arrow Point Blvd

City: Eagle Pass State: TX Zip Code: 78852

Home Telephone Number: (830) 968-5446

Business/Office Telephone: (830) 773-5181 ext. 1121

Have you ever been employed with EPISD? If YES, please list position:

Fixed Assets, Accounting, Purchasing Clerk,
Accounting, Purchasing, Risk Mgmt, Business & Finance Specialist

Are you currently employed in another school district? If YES, Name of District No

Have you been or are you currently on an employee growth plan? If yes, please explain below. No

Have you ever been terminated for cause, been asked to resign, had a contract non-renewed, resigned in lieu of non-renewal, or left employment involuntarily? If yes, please explain below. No

Have you ever been disciplined for inappropriate conduct with a co-worker, student or third party, been placed on disciplinary probation or been suspended from any position? If yes, please explain below. No

Have you ever held a certificate in any state which was canceled, revoked, or suspended, received a sanction from a credentialing or licensing authority? If yes, please explain below. No

Have you ever left a school district during the school year or any place of employment for reasons other than medical? If yes, explain below. No

Have you ever accepted a transfer or taken any other action to avoid possible disciplinary action against you at any place of employment? If so, please explain below. No

Has a co-worker ever filed a grievance against you or filed a complaint against you concerning your work or behavior at any place of employment? If so please explain below. No

Has a parent or any other person ever filed a complaint against you at any place of employment? If so, please explain No

Has any person or entity ever stated a complaint, formally or informally, against you at any place of employment? If so, please explain below. No

Explanation (attach separate sheet if necessary): _____

Are you a retired employee participating in Texas-TRS? ☐ Yes ☒ No

II. POSITION APPLYING FOR: Administrative Secretary

III. EDUCATIONAL BACKGROUND

List High School, GED, Colleges and University information

Name of Institution	Location	Dates Attended	Date of Graduation	Type of Degree/Diploma	Major Bachelor/Masters	Minor
Southwest Texas Jr. College			December 19, 1997	Associates in Management		
Eagle Pass High School			May 1990	High School Diploma		

IV. EXPERIENCE

List in order all work experience beginning with most recent. (Attach separate sheet if necessary.)

From Mo/Yr	To Mo/Yr	Name and Address of Employer	Position	Immediate Supervisor	Area Code and Phone Number	Reason for Leaving
Nov 2015	present	EPISD Business & Finance Office/Elections	B&F Specialist	Susana Perez	830 773-5181 x 1120	
2007 2004	Nov 2015 2007	EPISD Risk Management/Elections EPISD Accounting Department	Risk Mgmt Specialist Accounting Specialist	Susana Perez Alicia P. Rodriguez	830 773-5181 x 1120	something new something new
2004	2004	EPISD Purchasing Department	Purchasing Specialist	Arturo Salinas		something new
1997 1992	2004 1997	EPISD Accounting Department EPISD Budget Department	Accounting Clerk Fixed Assets Clerk	Hector Mejia Ismael Mijares		something new something new

V. REFERENCES

Full Name of Reference	School District/Firm Name	Mailing Address	Position/Title	Area Code and Phone Number
Tohui Valero	EPISD Payroll Dept	1420 Eidson Road EP TX 78852	Payroll Director	(830)773-5181 ext.1208
Deniz Brown	EPISD Benefits/Risk Mgmt Dept	1420 Eidson Road EP TX 78852	Benefits/RM Dir.	(830)773-5181 ext.1053

The applicant has the responsibility of securing references for the Department of Human Resources. Two (2) reference forms are enclosed for your use. You must send a form and a stamped envelope (addressed to the Department of Human Resources, Eagle Pass Independent School District, 1420 Eidson Road, Eagle Pass, Texas, 78852) to each reference.

VII. PROFESSIONAL DATA

List specific skills and/or any machines or equipment you can operate: computer, calculator, printer, copier, scanner, fax, postage machine, all office equipment

List licenses and/or certifications held: Associates in Management, Notary Public of the State of Texas

Have you ever been convicted of a felony or any offense involving moral turpitude? ☐ Yes ☒ No

Have you received probation, deferred adjudication, pleaded no contest, or served time in prison? ☐ Yes ☒ No

If YES, explain _____

I hereby affirm that all information provided on this form is true and accurate. I also understand that employment based upon information contained on this application which later proves to be false or incomplete shall result in or termination of employment. Furthermore, it is understood that this form and any other related documents become the property of the District. The District reserves the right to accept or reject any application.

18th Day of September 20 18

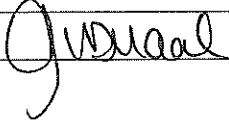


Legal Signature of Applicant

RELEASE FORM

I hereby give the Eagle Pass Independent School District permission to make inquiries on references of former employers concerning my performance in the past. This permission form may be attached to request information and I hereby authorize the party receiving this form to give full and complete information of any and all records, transcripts, data sheets, service records, letters of recommendation, police records, criminal history records, etc., as may be requested by the Eagle Pass Independent School District. I agree that the information requested will not be disclosed to me but will be treated as confidential by the District, and I waive all rights to see this information.

(Please print or type the following information)

Full Name	Gabriela van der Maal	SSN	[REDACTED]
Address	2622 Arrow Point Blvd		
City	Eagle Pass	State	Texas
		Zip Code	78852
Signature		Date	09/18/2018

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

DEPARTMENT OF HUMAN RESOURCES

1420 EIDSON ROAD • EAGLE PASS, TEXAS 78852 • (830) 773-5181 FAX (830) 773-0221

NEPOTISM STATEMENT

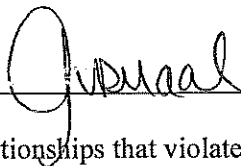
School Board Members and Superintendent

Lupita Fuentes	Hilda Martinez	Hector Alvarez	Glenna Purcell
Jorge Barrera	Christopher Hiller	Rudy Bowles	Gilberto González

I, Gabriela van der Maal, hereby attest or affirm that (check one) ☐ I am ☒ I am not related to the Superintendent of Schools and/or the Board Members of the Eagle Pass Independent School District, within three degrees of consanguinity (blood relation) or by two degrees of affinity (marriage).

I fully understand that any false information contained here will be just cause for the immediate termination of my employment in this position.

Signature of Applicant



Date 09/18/2018

These illustrations depict the relationships that violate the nepotism law.

CONSANGUINITY (Blood)

Superintendent/Board Member is prospective employee's:

First Degree	Parent	Child		
Second Degree	Grandparent	Grandchild	Sister/Brother	
Third Degree	Great Grandparent	Great Grandchild	Aunt/Uncle	Niece/Nephew

AFFINITY (Marriage)

Board Member/Superintendent's spouse is the prospective employee or
Board Member/Superintendent's spouse is prospective employee's or
Prospective employee's spouse is Superintendent's/Board Member's

First Degree	Parent	Child	
Second Degree	Grandparent	Grandchild	Sister/Brother

NOTE: The spouses of two persons related by blood are not by the fact related. The affinity chart supposes only on affinity relationship between the Superintendent of Schools/Board Member and prospective employee through either of their spouses.

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
DEPARTMENT OF HUMAN RESOURCES
1420 EIDSON ROAD • EAGLE PASS, TEXAS 78852 • (830) 773-5181 FAX (830) 773-0221

EMPLOYMENT REFERENCE

SECTION 1. TO BE COMPLETED BY THE APPLICANT:

UPON COMPLETING THIS SECTION, PLEASE FORWARD TO A FORMER SUPERVISOR/INSTRUCTOR.

Applicant's Name: Gabriela van der Maal Social Security Number: [REDACTED]

Position for which you are applying: Administrative Secretary

Tohui Valero
Reference Name

Supervisor/Co-Worker
Title in relationship to applicant

EPISD-District Service Center
Company/School

(830) 773-5181 ext. 1203
Telephone Number

AUTHORIZATION STATEMENT

I have applied for employment with the Eagle Pass ISD. I authorize EPISD to collect information, either orally or in writing, pertaining to my past performance and qualifications. I will not hold you or the organization liable for supplying any such information concerning my employment/education. Thank you for your assistance.

Signature

Date

CHARACTERISTICS	STRONG	ACCEPTABLE	NOT ACCEPTABLE	NO BASIS TO JUDGE/ COMMENTS
General appearance, appropriate dress, grooming	☒	☐	☐	
Exercises professional judgment in absences from work	☒	☐	☐	
Accepts constructive criticism and supervision	☒	☐	☐	
Communicates information effectively	☒	☐	☐	
Demonstrates good judgment	☒	☐	☐	
Establishes personal growth and career path	☒	☐	☐	
Effectively diagnosis and addresses situations or conditions	☒	☐	☐	
Displays a practical approach to problem solving	☒	☐	☐	
Inspires cooperation and confidence	☒	☐	☐	
Provides support and assistance when needed	☒	☐	☐	
Is knowledgeable and current in field	☒	☐	☐	
Is receptive to new ideas and changes	☒	☐	☐	

How long have you known the applicant? 10 years

Would you recommend the applicant for the position desired? ☒ Yes ☐ No

Signature

Date

Payroll Director

Position/Title

PLEASE MAIL REFERENCE TO THE DEPARTMENT OF HUMAN RESOURCES AT THE ADDRESS LISTED ABOVE.
THANK YOU FOR YOUR COOPERATION AND ASSISTANCE.

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
DEPARTMENT OF HUMAN RESOURCES
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EMPLOYMENT REFERENCE

SECTION 1. TO BE COMPLETED BY THE APPLICANT:

UPON COMPLETING THIS SECTION, PLEASE FORWARD TO A FORMER SUPERVISOR/INSTRUCTOR.

Applicant's Name: Gabriela van der Maal Social Security Number: [REDACTED]

Position for which you are applying: Administrative Secretary

Deniz Brown
Reference Name

Supervisor/Co-Worker
Title in relationship to applicant

EPISD-District Service Center
Company/School

(830) 773-5181 ext. 1053
Telephone Number

AUTHORIZATION STATEMENT

I have applied for employment with the Eagle Pass ISD. I authorize EPISD to collect information, either orally or in writing, pertaining to my past performance and qualifications. I will not hold you or the organization liable for supplying any such information concerning my employment/education. Thank you for your assistance.

Gabriela van der Maal
Signature

9/18/18
Date

CHARACTERISTICS	STRONG	ACCEPTABLE	NOT ACCEPTABLE	NO BASIS TO JUDGE/ COMMENTS
General appearance, appropriate dress, grooming	☒	☐	☐	
Exercises professional judgment in absences from work	☒	☐	☐	
Accepts constructive criticism and supervision	☒	☐	☐	
Communicates information effectively	☒	☐	☐	
Demonstrates good judgment	☒	☐	☐	
Establishes personal growth and career path	☒	☐	☐	
Effectively diagnosis and addresses situations or conditions	☒	☐	☐	
Displays a practical approach to problem solving	☒	☐	☐	
Inspires cooperation and confidence	☒	☐	☐	
Provides support and assistance when needed	☒	☐	☐	
Is knowledgeable and current in field	☒	☐	☐	
Is receptive to new ideas and changes	☒	☐	☐	

How long have you known the applicant? 11 yrs

Would you recommend the applicant for the position desired? ☒ Yes

☐ No

Deniz Brown
Signature

9.20.18
Date

Benefits/Risk Management Director
Position/Title

PLEASE MAIL REFERENCE TO THE DEPARTMENT OF HUMAN RESOURCES AT THE ADDRESS LISTED ABOVE.
THANK YOU FOR YOUR COOPERATION AND ASSISTANCE.

RODRIGUEZ GABRIELA
2304 MA DEL REFUGIO
EAGLE PASS TX 78852

Southwest Texas Junior College

2401 GARNER FIELD ROAD • UVALDE, TEXAS 78801

Phone: (210) 278-4401

PERMANENT RECORD

FICE

003614

Solomon
Woods

DATE OF BIRTH	SEX	ACT SCORES	HIGH SCHOOL GRADUATED	HIGH SCHOOL LOCATION	YEAR	TASP DATES
00 00 00 00-->00	F	00 00 00 00-->00	EAGLE PASS 442100		5,1990	R=264 M=228 W=270
GRADING SYSTEM: A - 4.0 B - 3.0 C - 2.0 D - 1.0 I - INCOMPLETE F - FAILURE W - WITHDREW 11-14-92 11-14-92 09-19-9						

THE OFFICIAL TRANSCRIPT IS PRINTED ON LIGHT BLUE, BASKET WEAVE, SAFETY PAPER. A BLACK AND WHITE TRANSCRIPT SHOULD NOT BE ACCEPTED.
NOT VALID UNLESS IMPRINTED WITH COLLEGE SEAL HONORABLE DISMISSAL UNLESS OTHERWISE STATED.

UNDER PROVISIONS OF THE "FAMILY EDUCATION RIGHTS AND PRIVACY ACT", THIS MATERIAL IS TO BE CONSIDERED CONFIDENTIAL. DO NOT RELEASE TO ANOTHER PARTY.

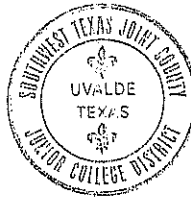
COURSE	DESCRIPTION	SEM. HRS. ATT.	SEM. HRS. EARN.	LEC. HRS.	LAB. HRS.	GRADE	GRADE POINTS	COURSE	DESCRIPTION	SEM. HRS. ATT.	SEM. HRS. EARN.	LEC. HRS.	LAB. HRS.	GRADE	GRADE POINTS
	S.W.T.J.C.														
ENG 130	DEVELOPMENTAL WRITING							MGMT230	PRIN OF MANAGMENT						
MATH130	ELEM. ALGEBRA							B A 239	PROB OF BUS MGMT.						
READ130B	DEVELOP. READING							MGT 241	MANAGEMENT TRAINING						
(SEMESTER-TOTAL)	GPA							(SEMESTER-TOTAL)	GPA						
	FALL 1991-92								SPRING 1994-95						
MATH130A	BASIC MATH							BUSI1311	SALESMANSHIP						
(SEMESTER-TOTAL)	GPA							MATH134	BUSINESS MATH						
	FALL 1992-93							B A 231	PERSONNEL ADM.						
GOVT231	US & TEXAS CONSTN							MGT 242	MANAGEMENT TRAINING						
MATH130	ELEM. ALGEBRA							(SEMESTER-TOTAL)	GPA						
ORIE1100	FR ORIENTATION								FALL 1995-96						
READ130	CRTCL THNK & BAS REA							ACCT2401	PRINS OF ACCOUNTING						
(SEMESTER-TOTAL)	GPA							CIS 131	INTRO COMP INFO SYS						
	SPRING 1992-93							ECON2301	PRINS ECONOMICS						
ENG 131	COMP & RHET							(SEMESTER-TOTAL)	GPA						
GOVT232	U S & TEXAS GOV'T							S.W.T.J.C.	GPA						
(SEMESTER-TOTAL)	GPA							(STUDENT-TOTAL)	GPA						
	FALL 1993-94								NON-CREDIT REPEAT						
BUSI2301	BUSINESS LAW								IN PROGRESS COURSE						
MGT 141	MANAGEMENT TRAINING								NON-CREDIT DEVELOPMENTAL						
(SEMESTER-TOTAL)	GPA								ACCREDITED BY THE COMMISSION ON						
	SPRING 1993-94								COLLEGES OF THE SOUTHERN ASSOCIATION						
MGMT133	EFFECT. SUPERV. COM.								OF COLLEGES AND SCHOOLS						
MGT 142	MANAGEMENT TRAINING														
(SEMESTER-TOTAL)	GPA														

MAY 27 1996

Alia L. Diaz

Southwest Texas Junior College

Uvalde



Texas

To all to whom these presents may come, Greeting
Be it known that

Gabriela van der Maal

having successfully completed the course of study as
prescribed by this institution is hereby granted this

Associate in Applied Science

Management

In witness whereof have been affixed the seal of the
College and the signatures of its executive officers.

December 19, 1997

For the Board

Date

For the College

Rodolfo R. Flores

President

Billy Word

President

Don B. A.

Secretary

Gerard A. Rivera

Dean of Instructional Services

**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: Gabriela van der Maal EMPLOYEE ID#: 1773

CAMPUS/DEPT.: Business & Finance ORG. CODE: 726

POSITION: Secretary to Deputy Superintendent for Business & Finance

☒ FULL TIME ☐ 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:

____ 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

____ FMLA _____ TERMINATION

____ FUNDING CHANGE (COMPLETE SECTION BELOW) _____ WORKER'S COMP. LEAVE

____ OTHER: _____

START DATE: 07/01/2021
(MAY BE BLANK; AS APPLICABLE)

END DATE: _____
(MAY BE BLANK; AS APPLICABLE)

OTHER/REASON FOR CHANGE: Election stipend increase from \$3,000 to \$4,230.72

MUST ENTER ACCOUNT NUMBER(S)

CURRENT:

NEW:

Acct# _____ % Acct# 199-41-6129-96-726-199 100 %

Acct# _____ % Acct# _____ %

Acct# _____ % Acct# _____ %

1.) _____ DATE
PRINCIPAL/DIRECTOR

4.) [Signature] 8/12/21
EXECUTIVE DIR. OF HUMAN RESOURCES DATE

2.) _____ DATE
PROGRAM DIRECTOR

5.) _____ DATE
DEPUTY SUPT. FOR BUSINESS & FINANCE

3.) [Signature] 8-11-21
DEPUTY SUPERINTENDENT DATE

6.) [Signature] 8/11/21
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: [Signature] 8/16/2021

Verified by: Human Resources: NA 8/24/21 Payroll: [Signature] 8/17/21

Pay Period: 8/26/2021

Original to Human Resources: _____ Copy to Payroll: _____

{A} DATE PREPARED 09/30/21 EFFECTIVE DATE _____

NAME Van der Maal Gabriela
LAST FIRST M.

SOC.SEC.NO. _____ - _____ - _____ I.D. NO. 1773

CAMPUS/LOCATION 726 PAY GRADE 6

JOB TITLE Sec. to Deputy Superintendent

DEGREE _____ YEARS OF EXPERIENCE _____

WORK DAYS _____ BOARD/SUPT AGENDA DATE 09/27/21

OTHER Salary adjustment

{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:

☐ PROMOTION ☐ NEW JOB TITLE _____
☐ PAY GRADE RECLASSIFICATION ☐ NEW PAY GRADE _____
☐ RESIGNATION ☐ TERMINATION
☐ LEAVE OF ABSENCE ☐ OTHER _____
☐ TRANSFER _____

John Arthur Costello 9/30/21
EXECUTIVE DIRECTOR FOR H. R. DATE

DEPUTY SUPT. FOR BUS. & FIN. DATE

SUPERINTENDENT DATE

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

DEPARTMENT OF HUMAN RESOURCES

SALARY CALCULATION FORM (EMPLOYEE FILE)

NAME: Gabriela Van der Maal ID#: 1773

PREVIOUS EMPLOYEE: _____ ID#: _____
(AS APPLICABLE)

I. ASSIGNMENT

VACANCY: ☐	NEW POSITION: ☐	Other: ☒
POSITION: Sec. to Deputy Superintendent	PREVIOUS POSITION: Sec. to Deputy Spt.	
LOCATION: 726	LOCATION: 726	
PAY GRADE: 006	PAY GRADE: 006	
BASE PAY: \$50,081.60	BASE PAY: \$50,081.60	
ADDITIONAL PAY: \$	ADDITIONAL PAY: \$	
STIPEND(S): \$4,230.72	STIPEND(S): \$3,000.00	
TOTAL PAY: \$54,312.32 HRS: 8	TOTAL PAY: \$53,081.60 HRS: 8	
DAILY/HRLY RATE: \$30.04 DAYS: 226	DAILY/HRLY RATE: \$29.36 DAYS: 226	
TRAVEL: \$	TRAVEL: \$	
ACCOUNT CODE: 199-41-6129-96-726-199000	ACCOUNT CODE: 199-41-6129-96-726-199000	

II. 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) TOTAL EXPERIENCE: _____ year(s)

PROFESSIONAL HIRING PAY STEP EXPERIENCE: _____ year(s)

VERIFIED: R. M. Rai 9/8/21 J. Senano 9/23/21
Certification Officer Payroll Director/Payroll Supervisor

APPROVED: Juan Carlos Castaneda 9/27/21 Stacy 9-29-21
Executive Director for HR 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.

FOR HUMAN RESOURCES/PAYROLL USE ONLY*

PROCESSED BY: _____ *VERIFIED BY: _____
HUMAN RESOURCES/PAYROLL DATE HUMAN RESOURCES/PAYROLL DATE

EFFECTIVE PAY PERIOD: _____

*EMPLOYEE THAT VERIFIES MAY NOT COMPLETE THE FOR PAYROLL USE ONLY SECTION. DIFFERENT EMPLOYEE MUST PROCESS AND VERIFY FOR PAYROLL USE SECTION.
**MUST ATTACH COPY OF THE ITCCS REGION 20 WPR5321 EMPLOYEE PAY INFORMATION SCREEN AND PROVIDE HR AND RISK MANG. DIR. WITH COPY OF FULLY SIGNED FORM

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

EMPLOYEE PAY ADJUSTMENT

1.

Current Job Classification 2020-2021	EMPLOYEE	Years of Service	Pay Grade	# of Days	# of Hours	Hourly Rate	Election Stipend	Annual Pay
Sec. to Deputy Superintendent	Gabriela Van der Maal	28	006	226	8	29.36	\$ 3,000.00	\$53,081.60

2.

Proposed Job Classification 2021-2022	EMPLOYEE	Years of Service	Pay Grade	# of Days	# of Days	Hourly Rate	Election Stipend	Annual Pay
Sec. to Deputy Superintendent	Gabriela Van der Maal	29	006	226	8	30.04	4,230.72	\$54,312.32

Includes increase in Electio Stipend as approved by the School Board

Difference	\$1,230.72
------------	-------------------

Please verify that the above information is accurate. Please contact the Deputy Superintendent of Business & Finance for any corrections to ensure proper payment of Employee Salaries by no later than thirty (30) days from receipt of this document.

Prepared by:

Benano

Approval:

Summit 9/14/21

Verified by:

PAK

9.24.21

Payroll Salary Increase Adjustment Form

Employee Name: GABRIELA VAN DER MAAL ID: 1773 ✓
 Position: DEPUTY SUPT SECRETARY Campus: 726 ✓
 Pay Period: 8/26/2021

Reason for Adjustment:

TO REFLECT 2021-2022 ELECTION STIPEND INCREASE AS APPROVED BY SCHOOL BOARD OF TRUSTEES

CURRENT INFORMATION

Effective Date: 7/1/2021 ✓ No. of Days: 226 ✓ Daily Hours: 8 ✓ Contract Amount: \$ 53,081.60 ✓
 Pay Grade: 6 ✓ Daily Rate: \$ 234.87 ✓ Hrly Rate: \$ 29.36 ✓ O/T Rate: \$ 44.04 ✓

ELECTION STIPEND INCREASE INFORMATION

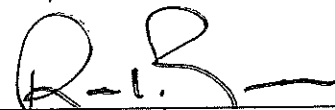
Annual Increase: \$ 1,230.72 ✓ Daily Increase: \$ 5.45 ✓ Hourly Increase: \$ 0.68 ✓
 New Daily Rate: \$ 240.32 New Hourly Rate: \$ 30.04 New Overtime Rate: \$ 45.06 ✓
 \$ 53,081.60 ✓ \$ 1,230.72 ✓ \$ 54,312.32 ✓
 Contract Amount Annual Increase Total Contract Amount

\$ 2,211.73 ✓ x 3 07/13/2021 - 08/13/2021 = \$ 6,635.20 ✓
 Pay Rate Payments From- To Contract Paid
 \$ 51.28 ✓ x 3 RFC = \$ 153.84 ✓
 Pay Rate Payments From- To Contract Paid
 Total Contract Paid: \$ 6,789.04 ✓

\$ 47,523.28 21 8/26/2021 6/24/2022 ✓ \$ 2,263.01 ✓
 Contract Balance No. of Payments From To Semi Monthly Payments

Payroll Specialist and Payroll Supervisor must verify that employee is eligible for Fringe Benefits and completed their 2020-2021 Working Calendar

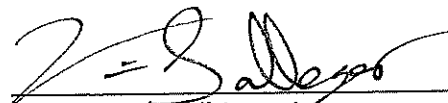
Prepared and Processed by:


 Payroll Specialist

8/16/2021

Date

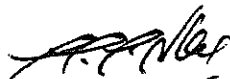
Reviewed by:


 Payroll Supervisor

08.16.2021

Date

Approved by:



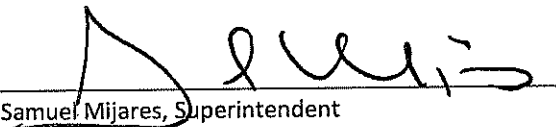
Payroll Director

8-17-21

Date

Election Proposed Stipend Adjustment													
2021-2022													
	Last Name	First Name	ID	Campus	Title	Prof. Exp. 2020-2021	Pay Grade	No. of days	2020-2021 Base Salary	2020-2001 Election Stipend	2021-2022 Proposed Election Stipend	2021-2022 Proposed Salary	Daily/Hourly Rate
20	PEREZ	SUSANA	1529	726	BUSINESS & FINANCE DIR.	21	017	226	\$ 118,925.72	\$ 3,000.00	\$ 4,230.72	\$ 123,156.44	\$ 544.94
21	ROBLEDO	RENE	688	726	BUDGET DIRECTOR	21	016	226	\$ 99,223.04	\$ 3,000.00	\$ 4,230.72	\$ 103,453.76	\$ 457.76
22	VAN DER MAAL	GABRIELA	1773	726	SEC. TO DEPUTY SUPERINTENDENT	28	036	226	\$ 50,081.60	\$ 3,000.00	\$ 4,230.72	\$ 54,312.32	\$ 30.04
TOTALS:										\$ 9,000.00	\$ 12,692.16		

Approved:


 Samuel Mijares, Superintendent

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: Gabriela van der Maal EMPLOYEE ID#: 1773

CAMPUS/DEPT.: Business & Finance ORG. CODE: 726

POSITION: Secretary to Deputy Superintendent for Business & Finance

☒ FULL TIME ☐ PART-TIME

HOURS PER WEEK: 18
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:

☐ 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

☐ FMLA ☐ TERMINATION

☐ FUNDING CHANGE (COMPLETE SECTION BELOW) ☐ WORKER'S COMP. LEAVE

☐ OTHER: _____

START DATE: 07/01/2021
(MAY BE BLANK; AS APPLICABLE)

END DATE: _____
(MAY BE BLANK; AS APPLICABLE)

OTHER/REASON FOR CHANGE: Election stipend increase from \$3,000 to \$4,230.72

MUST ENTER ACCOUNT NUMBER(S)

CURRENT:

Acct# _____ %

Acct# _____ %

Acct# _____ %

NEW:

Acct# 199-41-6129-96-726-199 100 %

Acct# _____ %

Acct# _____ %

1.) _____
PRINCIPAL/DIRECTOR DATE

4.) [Signature] 8/12/21
EXECUTIVE DIR. OF HUMAN RESOURCES DATE

2.) _____
PROGRAM DIRECTOR DATE

5.) _____
DEPUTY SUPT. FOR BUSINESS & FINANCE DATE

3.) [Signature] 8-11-21
DEPUTY SUPERINTENDENT DATE

6.) [Signature] 8/11/21
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: [Signature] 8/16/2021

Verified by: Human Resources: _____ Payroll: [Signature] 8/17/21

Pay Period: 8/26/2021

Original to Human Resources: _____ Copy to Payroll: _____

ELECTION STIPEND

2021-2022

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

Current Positions	Number of Positions	Amount p/Position	Total Amount
Duly Appointed Agents	4	\$ 4,230.72	\$ 16,922.88
Total	4	\$ 4,230.72	\$ 16,922.88

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 positions.

Employee: 001773 : VAN DER MAAL, GABRIELA

Staff Name: GABRIELA VAN DER MAAL Generation

Mailing Address: 2622 ARROW POINT BLVD EAGLE PASS TX 78852 + 0000 Country

Home Phone: (830) 773-5446 No restriction All information restricted GVANDERMAAL@EAGLEPASSIST Work E-mail Address

Gender: Female Original Emp. Date: 05-12-1992

DOB: 11-26-1971 Last Re-Employ Date: 00-00-0000 Years in District: Extended Leave Begin: 00-00-0000

Aggregate Race/Ethnicity: H-Hispanic Termination Date: 00-00-0000 Years Experience: Extended Leave End: 00-00-0000

Freq	Pay Campus	Status	TRS Status	TRS Begin Date
5	726	1	1	05-12-1992

Freq	Job Code	Primary Job	Primary Campus	Contract Begin	Contract End	Payoff Date	Contract Amt
5	0555 - DEPUTY SUPT SECY	Y	726	07-01-2020	06-15-2021	06-24-2022	54,312.32
							Annual Salary: 54,312.32

Freq	Extra Duty Pay Code	Type	Amount	Remain Amt	Remain Pymts
5	EL - ELECTION STIPEND	G	4,230.72	0.00	0

54,312.32 +

3,000.00 -

4,332.32 +

54,712.32 *

54,712.32 ÷

26 =

210.72 *

74,712.32 ÷

26 =

71,000 *

0.00 C

{A} DATE PREPARED 06/01/2020 EFFECTIVE DATE _____

NAME Van der Maal Gabriela
LAST FIRST M.

SOC.SEC.NO. _____ - _____ - _____ I.D. NO. 1773

CAMPUS/LOCATION DSC/Business & Finance PAY GRADE 06

JOB TITLE Deputy Supt. Secretary

DEGREE _____ YEARS OF EXPERIENCE _____

WORK DAYS 226 BOARD MINUTES DATED _____

OTHER to include election stipend

{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:

☐ PROMOTION ☐ NEW JOB TITLE _____
☐ PAY GRADE RECLASSIFICATION ☐ NEW PAY GRADE _____
☐ RESIGNATION ☐ TERMINATION
☐ LEAVE OF ABSENCE ☐ OTHER _____
☐ TRANSFER

Juan Arturo Castellan 6/1/2020
EXECUTIVE DIRECTOR FOR H. R. DATE

DEPUTY SUPT. FOR BUS. & FIN. DATE

SUPERINTENDENT DATE

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
DEPARTMENT OF HUMAN RESOURCES
SALARY CALCULATION FORM
(EMPLOYEE FILE)

NAME: Gabriela Van der Maal ID: 1773

PREVIOUS EMPLOYEE: _____ ID: _____
(AS APPLICABLE)

I. ASSIGNMENT

☐ VACANCY	☐ NEW POSITION	☒ OTHER	To include Election Stipend
POSITION: Deputy Supt. Secretary		PREVIOUS POSITION: Deputy Supt. Secretary	
LOCATION: Business & Finance		LOCATION: Business & Finance	
PAY GRADE: 006		PAY GRADE: 006	
BASE PAY: \$46,122.08		BASE PAY: \$46,122.08	
MASTERS:		MASTERS:	
SALARY INCREASE: \$2,657.76		SALARY INCREASE:	
STIPEND: \$3,000		STIPEND:	
TOTAL PAY: \$51,779.84	HRS: 8	TOTAL PAY: \$46,122.08	HRS: 8
DAILY/HRLY RATE: \$28.64	DAYS: 226	DAILY/HRLY RATE: \$25.51	DAYS: 226
TRAVEL:		TRAVEL:	
ACCOUNT CODE: 199-41-6129-96-726-099		ACCOUNT CODE: 199-41-6129-96-726-099	

II. 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 ENTITY EXPERIENCE: _____ year(s) TOTAL EXPERIENCE: 27 year(s)

PROFESSIONAL HIRING PAY STEP EXPERIENCE: _____ year(s)

VERIFIED: Late M. Di 5/20/2020 P. A. K. 5-20-2020
Certification Officer Payroll Director/ Payroll Supervisor

APPROVED: John Arturo Castro 5/24/2020 SA 5-27-20
Executive Director for HR 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.

FOR HUMAN RESOURCES/PAYROLL USE ONLY*

PROCESSED BY: _____ *VERIFIED BY: _____
HUMAN RESOURCES/PAYROLL DATE HUMAN RESOURCES/PAYROLL DATE

EFFECTIVE PAY PERIOD: _____

*EMPLOYEE THAT VERIFIES MAY NOT COMPLETE THE FOR PAYROLL USE ONLY SECTION. DIFFERENT EMPLOYEE MUST PROCESS AND VERIFY FOR PAYROLL USE ONLY SECTION.
**MUST ATTACH COPY OF ITCCS REGION 20 WPRS321 EMPLOYEE PAY INFO. SCREEN AND PROVIDE HR AND RISK MANG. DIR. WITH COPY OF FULLY SIGNED FORM

MANUAL TRADE STIPENDS			
2019-2020			
Account 199-51-6128-00-811-XXX			
Current Positions	Number of Positions	Amount p/Position	Total Amount
General Maint.Repairman	1	\$ 16,000.00	\$ 16,000.00
Skilled A/C Mechanic	1	\$ 16,000.00	\$ 16,000.00
SPVR Maintenance	1	\$ 16,000.00	\$ 16,000.00
SPVR Master Carpenter	1	\$ 16,000.00	\$ 16,000.00
SPVR- Master Electrician	1	\$ 16,000.00	\$ 16,000.00
SPVR Master HVAC	1	\$ 16,000.00	\$ 16,000.00
SPVR- Master Plumber	1	\$ 16,000.00	\$ 16,000.00
SPVR of Special Project	1	\$ 16,000.00	\$ 16,000.00
SPVR. F/S & Warehouse Operations*	1	\$ 16,000.00	\$ 16,000.00
SPVR. Field Maint. & Operations*	1	\$ 16,000.00	\$ 16,000.00
Total	10	\$ 160,000.00	\$ 160,000.00
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.) 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.)*Stipend based on additional duties assigned to these postions. State Licence is not required.			

Election Stipend			
2019-2020			
Account: 199-41-6118-01-726-X99/199-41-6118-95-726-X99/199-41-6129-96-726-X99			
Current Positions	Number of Positions	Amount p/Position	Total Amount
Duly Appointed Agents	4	\$ 3,000.00	\$ 12,000.00
Total	4	\$ 3,000.00	\$ 12,000.00
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.			

Name: VAN DER MAAL GABRIELA
Last First MI
TEA ID: 5794821558
Employee Signature: _____

Public School Service Record
Eagle Pass ISD
587 Madison
Eagle Pass, TX 78852-5604
(830) 773-5181 County:

(A) State Sick Leave
(B) State Personal Leave Program

School Year	Position Held District Type	Full Semester	Yrs Exp	% of Day Emp	No Days Emp	Dates of Service From - To		Prior Yr Bal	Earned	Used	Remaining Balance
2024 - 25	DEPUTY SUPT SECY PUBLIC		32	100	226.00	07-01-2024 06-12-2025	(A) (B)	.00 .00	.00 40.00	.00 37.00	.00 3.00
2023 - 24	DEPUTY SUPT SECY PUBLIC		31	100	226.00	07-03-2023 06-13-2024	(A) (B)	.00 .00	.00 40.00	.00 40.00	.00 .00
2022 - 23	DEPUTY SUPT SECY PUBLIC		30	100	226.00	07-01-2022 06-16-2023	(A) (B)	.00 4.75	.00 40.00	.00 44.75	.00 .00
2021 - 22	DEPUTY SUPT SECY PUBLIC		29	100	226.00	07-01-2021 06-16-2022	(A) (B)	.00 26.00	.00 40.00	.00 61.25	.00 4.75
2020 - 21	DEPUTY SUPT SECY PUBLIC		28	100	226.00	07-01-2020 06-15-2021	(A) (B)	.00 .16	.00 5.00	.00 1.91	.00 3.25
2019 - 20	DEPUTY SUPT SECY PUBLIC		27	100	226.00	07-01-2019 06-12-2020	(A) (B)	.00 2.03	.00 5.00	.00 6.88	.00 .16
2018 - 19	DEPUTY SUPT SECY PUBLIC		26	100	226.00	07-02-2018 06-14-2019	(A) (B)	.00 .19	.00 5.00	.00 3.16	.00 2.03
2017 - 18	BUS&FIN SPECIALIST PUBLIC		25	100	226.00	07-03-2017 06-15-2018	(A) (B)	.00 .19	.00 5.00	.00 5.00	.00 .19
2016 - 17	BUS&FIN SPECIALIST PUBLIC		24	100	226.00	07-01-2016 06-15-2017	(A) (B)	.00 .47	.00 5.00	.00 5.28	.00 .19
2015 - 16	BUS&FIN SPECIALIST PUBLIC		23	100	226.00	07-01-2015 06-13-2016	(A) (B)	.00 .00	.00 5.00	.00 4.53	.00 .47
2014 - 15	BUS&FIN SPECIALIST PUBLIC		22	100	226.00	07-01-2014 06-12-2015	(A) (B)	.00 .28	.00 5.00	.00 5.28	.00 .00
2013 - 14	RISK MGMT SPECIALIST PUBLIC		21	100	226.00	07-01-2013 06-12-2014	(A) (B)	.00 1.53	.00 5.00	.00 6.25	.00 .28
2012 - 13	RISK MGMT SPECIALIST PUBLIC		20	100	226.00	07-02-2012 06-13-2013	(A) (B)	.00 4.44	.00 5.00	.00 7.91	.00 1.53
2011 - 12	RISK MGMT SPECIALIST PUBLIC		19	100	226.00	07-01-2011 06-13-2012	(A) (B)	.00 .47	.00 5.00	.00 1.03	.00 4.44

Name: VAN DER MAAL GABRIELA
Last First Mi
TEA ID: 5794821558
Employee Signature: _____

Public School Service Record
Eagle Pass ISD
587 Madison
Eagle Pass, TX 78852-5604
(830) 773-5181 County:

(A) State Sick Leave
(B) State Personal Leave Program

School Year	Position Held District Type	Full Semester	Yrs Exp	% of Day Emp	No Days Emp	Dates of Service From - To		Prior Yr Bal	Earned	Used	Remaining Balance
2010 - 11	RISK MGMT SPECIALIST PUBLIC		18	100	226.00	07-01-2010 06-14-2011	(A) (B)	.00 2.00	.00 5.00	.00 6.53	.00 .47
2009 - 10	RISK MGMT SPECIALIST PUBLIC		17	100	226.00	07-01-2009 06-15-2010	(A) (B)	.00 .00	.00 40.00	.00 24.00	.00 16.00
2008 - 09	RISK MGMT SPECIALIST PUBLIC		16	100	226.00	07-01-2008 06-16-2009	(A) (B)	.00 .00	.00 5.00	.00 5.00	.00 .00
2007 - 08	RISK MGMT SPECIALIST PUBLIC		15	100	226.00	07-05-2007 06-17-2008	(A) (B)	.00 .00	.00 5.00	.00 5.00	.00 .00
2006 - 07	BUSINESS&FINANCE SPE PUBLIC		14	100	226.00	07-03-2006 06-18-2007	(A) (B)	.00 .00	.00 5.00	.00 5.00	.00 .00
2005 - 06	FINANCE CLERK PUBLIC		13	100	226.00	07-01-2005 06-16-2006	(A) (B)	.00 .00	.00 5.00	.00 5.00	.00 .00
2004 - 05	ACCOUNTING SPECIALIST PUBLIC		12	100	218.00	07-01-2004 06-16-2005	(A) (B)	.00 .50	.00 5.00	.00 5.50	.00 .00
2003 - 04	PURCHASING CLERK PUBLIC		11	100	226.00	07-01-2003 06-15-2004	(A) (B)	.00 .50	.00 5.00	.00 5.00	.00 .50
2002 - 03	FINANCE CLERK PUBLIC		10	100	222.00	07-08-2002 06-16-2003	(A) (B)	.00 .00	.00 5.00	.00 4.50	.00 .50
2001 - 02	CRT OPERATOR PUBLIC		09	100	217.00	07-09-2001 06-10-2002	(A) (B)	.00 4.50	.00 5.00	.00 9.50	.00 .00
2000 - 01	CRT OPERATOR PUBLIC		08	100	220.00	07-10-2000 06-08-2001	(A) (B)	10.50 12.50	.00 5.00	10.50 13.00	.00 4.50
1999 - 00	CRT OPERATOR PUBLIC		07	100	220.00	07-05-1999 06-07-2000	(A) (B)	10.50 11.50	.00 5.00	.00 4.00	10.50 12.50
1998 - 99	CRT OPERATOR PUBLIC		06	100	220.00	07-06-1998 06-08-1999	(A) (B)	10.50 8.50	.00 5.00	.00 2.00	10.50 11.50

Authorized Signature: _____
EXECUTIVE DIRECTOR FOR HUMAN RESOURCES

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

Job Title:	Secretary to Deputy Superintendent	Wage/Hour Status:	Nonexempt
Reports to:	Deputy Superintendent	Pay Grade/Days:	06/226
Dept./School:	Business & Finance/DSC	Date Revised:	10/2021

Primary Purpose:

Facilitate, organize and manage the routine work activities of an administrative department office and provide clerical services to the Administrator and other staff members.

Qualifications:

Education/Certification:

High school diploma or GED

Must have passed the EPISD clerical exam or possess an Associates or Bachelor's Degree

Special Knowledge/Skills:

Proficient keyboarding and file maintenance skills

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

Ability to establish good relationships with both vendors and school employees

Strong verbal/written communication, interpersonal, and organizational skills

Preferred Experience:

One (1) year experience in business or related field

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare correspondence, forms, reports, etc., for the department head and other department staff members using personal computer.
2. Compile pertinent data as needed when preparing various state and local reports.
3. Keeps abreast of department items and records needing board approval.
4. Maintain physical and computerized departmental files.
5. Update handbooks, policy manuals, and other documents as assigned

Accounting

6. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.

7. Assist with the preparation of purchase orders and payment authorizations.
8. Monitor and process personnel time records including leave requests and reports; compile information and submit to payroll office.

Other

9. Answer incoming calls, take reliable messages, and route to appropriate staff.
10. Maintain a schedule of appointments and make travel arrangements for department staff.
11. Receive, sort, and distribute mail and other documents to department staff.
12. Assess the needs of supplies and equipment to operate the office.
13. Maintain confidentiality of information.
14. Keep informed of and comply with all state and district policies and regulations concerning primary job functions.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

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

Posture: Frequent walking, standing, bending/stooping, and reaching. Occasional 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, may be required to work overtime

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

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.

Reviewed by _____ Date _____

Received by _____ Date _____

Date Run: 06-23-2025 11:42 AM
Cnty Dist: 159-901

Employee Salary Information
Eagle Pass ISD

Program: HRS1650
Page: 1 of 1

Name: GABRIELA VAN DER MAAL	Emp Nbr: [REDACTED]	Yrs Experience District: 32	Frequency: 5
Address: 2622 ARROW POINT BLVD	SSN: [REDACTED]	Yrs Experience Total: 32	Pay Campus: 726
EAGLE PASS, TX 78852-0000	DOB: [REDACTED]	Yrs Prof Exper District: [REDACTED]	Primary Campus: 726
Phone: (830) [REDACTED]	Degree: 0 - No Bachelor's	Yrs Prof Exper Total: [REDACTED]	W4 Filing Status: M
Original Emp Date: 05-12-1992	Latest Re-Emp Date:	Creditable Year of Service: ☐	Nbr Exempts: 0
Estimated Annual Salary: \$0.00	Retirement Date:	Extract ID: 226	
N4 Multi-Job: N W4 Nbr Children Under 17: 0	W4 Nbr Other Dependents: 0	Work Email: GVANDERMAAL@EAGLEPASSISD.NET	
N4 Other Income: \$0.00	W4 Other Deductions: \$0.00	W4 Other Exemptions: \$0.00	

Job Information

Job: DEPUTY SUPT SECY	Payoff Date: 06-30-2026
Primary: Y Assigned: 100.00% Begin Date: 07-01-2025	# Months in Contract: 12
Grade: 006 End Date: 06-12-2026	TR Status: 1 - Eligible
Step: Contract Amount: \$72,534.00	# of Annual Pymts: 0
Sched: Contract Balance: \$72,534.00	TR Position: 03 - Support staff
Vacant: Local Contract Days: 226	FICA Eligibility: M - Subject to medicare
# of Days Empld: 226	Hourly Rate: \$40.12
Wholly Sep Amt: \$0.00	Wkly Hrs Sched: 40

Budget Information

Job:	DEPUTY SUPT SECY							
Account Code	Amount	Percent	Activity	TR Status	Exp 373	Acct Type	Extra Duty Cd	Perform Pay
199-41-6129.96-726-599000	\$67,534.00	93.107%	80	Y	G			
199-41-6129.96-726-599000	\$5,000.00	6.893%	79	Y	G	EL		N

Salary Calculation

Job: DEPUTY SUPT SECY	Annual Salary: \$72,534.00	State Min Salary: \$0.00	State Step:
Pay Rate: \$3,022.25	OT Elig: Y	Yrs in Career Ladder: 0	
Daily Rate: \$320.950	OT Rate: \$60.18		

Extra Duty Information

Extra Duty Pay Code	Amount	Remain Amount	Pymnts	Acct Type	Fund	Distribution Code	Percent	Account Amount	Activity	TR Status	Exp 373	Perf Pay
EL - ELECTION STIPEND	\$5,000.00	\$0.00	0	G	199	41-6129.96-726-599000	6.893 %	\$5,000.00	79	Y		N

Note: G-types included as contract pay for non XTRA job. S-types reported in XTRA job.

Leave Information

Type	Description	Beg Bal	Earned	Used	End Bal
02	NON-DUTY	0	96.000	0	96.000
08	STATE PR	3.000	40.000	0	43.000

Type	Description	Beg Bal	Earned	Used	End Bal
03	LOCAL LV	390.750	112.000	0	502.750

Employee Signature

JC

Date

2025-2026

Eagle Pass ISD

Page: 1 of 1

✓4 Other Income: \$.00

W4 Other Deductions: \$.00

Yrs Experience District: **331/32** Frequency: 5
Yrs Experience Total: **331/32** Pay Campus: 726
Yrs Prof Exper District: Primary Campus: 726
Yrs Prof Exper Total: W4 Filing Status: M
Creditable Year of Service: ☐ Nbr Exempts: 0
Extract ID: PR2
Work Email: GVANDERMAAL@EAGLEPASSISD.NET
W4 Other Exemptions: \$.00

of Days Empld:

Begin Date: ~~07-01-2024~~ # Months in Contract: ~~6~~
End Date: ~~08-12-2025~~ # Days in Contract: ~~12~~
Contract Amount: \$68,158.00 # of Annual Pymts: ~~12~~
Contract Balance: ~~\$14,199.52~~ Remaining Pymts: ~~11~~
Local Contract Days: ~~226~~ Hourly Rate: ~~158~~
Wholly Sep Amt: ~~\$0.00~~

✓ Payoff Date: 06-26-2025
 ✓ 12 TRS Status: 1 - Eligible
 0 TRS Position: 03 - Support staff
 ✓ 24 FICA Eligibility: M - Subject to medicare
 5 WC Code: C
 \$37.70 Wkly Hrs Sched: 40 ✓

Account Code	Amount	Percent	Activity	TRS Grant	Exp 373	Acct Type	Extra Duty Cd	Perform Pay
199-41-6129.96-726-599000	\$63,158.00	92.664%	80		Y	G		
199-41-6129.96-726-599000	\$5,000.00	7.336%	79		Y	G	EL	N

Daily Rate: \$301.580

State Min Salary:	\$0.00	State Step:	
OT Elig:	Y	Yrs in Career Ladder:	0
OT Rate:	\$56.55		

Extra Duty Pay Code	Amount	Remain Amount	Pymnts	Acct Type	Fund	Distribution Code	Percent	Account Amount	Activity	TRS Grant	Exp 373	Perf Pay
L - ELECTION STIPEND	\$5,000.00	\$0.00	0	G	199	41-6129.96-726-599000	7.336 %	\$5,000.00	79		Y	N

Note: G-types included as contract pay for non XTRA job. S-types reported in XTRA job.

Type	Description	Beg Bal	Earned	Used	End Bal
02	NON-DUTY	0	88,000	88,000	0
08	STATE PR	0	40,000	37,000	3,000

Type	Description	Beg Bal	Earned	Used	End Bal
03	LOCAL LV	392.000	112.000	87.500	416.500

Employee Signature _____

Date _____

2025-2026 MASTER RECORD

NAME:

GABRIELA VAN DER MAL

ID:

POSITION:

DEP SUP SEC

NUMBER OF DAYS:

226

CAMPUS:

726

HRS. P/DAY:

8

Only required for hourly

PAY GRADE:

006

SALARY INCREASE:

7.5%

HOURLY INCREASE:

\$ 2.42

DAILY INCREASE:

\$ 19.36

TOTAL INCREASE:

\$ 4,376.00

24-25 SALARY:

\$ 68,158.00

24-25 DAILY RATE:

\$ 301.584

24-25 HOURLY RATE:

\$ 37.70

24-25 OT RATE:

\$ 56.55

24-25 PAY RATE:

\$ 2,839.92

25-26 SALARY:

\$ 72,534.00

25-26 DAILY RATE:

\$ 320.95

25-26 HOURLY RATE:

\$ 40.12

25-26 OT RATE:

\$ 60.18

25-26 PAY RATE:

\$ 3,022.25

25-26 PG Min: \$ 25.80

If below minimum, requires salary adj.

Verified By

[Signature] 4/18/25

Date

Verified By

Date

ame: GABRIELA VAN DER MAAL
ddress: 2622 ARROW POINT BLVD
EAGLE PASS, TX 78852-0000
hone: (830,)
riginal Emp Date: 05-12-1992
stimated Annual Salary: \$0.00
/4 Multi-Job: N W4 Nbr Children Under 17: 0
/4 Other Income: \$0.00

Emp Nbr: 001770
SSN:
DOB:
Degree: 0 - No Bachelor's
Latest Re-Emp Date:
Retirement Date:
W4 Nbr Other Dependents: 0
W4 Other Deductions: \$0.00

Yrs Experience District: 31 Frequency: 5
Yrs Experience Total: 31 Pay Campus: 726
Yrs Prof Exper District: Primary Campus: 726
Yrs Prof Exper Total: W4 Filing Status: M
Creditable Year of Service: ☐ Nbr Exempts: 0
Extract ID: PR2
Work Email: GVANDERMAAL@EAGLEPASSISD.NET
W4 Other Exemptions: \$0.00

Job Information

Job: DEPUTY SUPT SECY
Primary: Y Assigned: 100.00% Begin Date: 07-01-2024# Months in Contract: 12 TRS Status: 1 - Eligible
Grade: 006 End Date: 06-12-2025# Days in Contract: 0 TRS Position: 03 - Support staff
Step: Contract Amount: \$68,158.00# of Annual Pymts: 24 FICA Eligibility: M - Subject to medicare
Sched: Contract Balance: \$68,158.00 Remaining Pymts: 24 WC Code: C
Vacant: Local Contract Days: 226 Hourly Rate: \$37.70 Wkly Hrs Sched: 40
of Days Empld: 226 Wholly Sep Amt: \$0.00

Budget Information

Job: DEPUTY SUPT SECY

Account Code	Amount	Percent	Activity	TRS Grant	Exp 373	Acct Type	Extra Duty Cd	Perform Pay
199-41-6129.96-726-499000	\$63,158.00	92.664%	80		Y	G		
199-41-6129.96-726-499000	\$5,000.00	7.336%	79		Y	G	EL	N

Salary Calculation

Job: DEPUTY SUPT SECY
Annual Salary: \$68,158.00 State Min Salary: \$0.00 State Step:
Pay Rate: \$2,839.92 OT Elig: Y Yrs in Career Ladder: 0
Daily Rate: \$301.580 OT Rate: \$56.55

Extra Duty Information

Extra Duty Pay Code	Amount	Remain Amount	Pymnts	Acct Type	Fund	Distribution Code	Percent	Account Amount	Activity	TRS Grant	Exp 373	Perf Pay
EL - ELECTION STIPEND	\$5,000.00	\$0.00	0	G	199	41-6129.96-726-499000	7.336 %	\$5,000.00	79		Y	N

Note: G-types included as contract pay for non XTRA job. S-types reported in XTRA job.

Leave Information

Type	Description	Beg Bal	Earned	Used	End Bal
02	NON-DUTY	0	88.000	0	88.000
08	STATE PR	0	40.000	0	40.000

Type	Description	Beg Bal	Earned	Used	End Bal
03	LOCAL LV	392.000	112.000	0	504.000

Employee Signature

Date


ATB

2024-2025

Name: GABRIELA VAN DER MAAL	Emp Nbr: 001773	Yrs Experience District: 31	Frequency: 5
Address: 2622 ARROW POINT BLVD	SSN: [REDACTED]	Yrs Experience Total: 31	Pay Campus: 726
EAGLE PASS, TX 78852-0000	DOB: [REDACTED]	Yrs Prof Exper District: [REDACTED]	Primary Campus: 726
Phone: (830) 777-7777	Degree: 0 - No Bachelor's	Yrs Prof Exper Total: [REDACTED]	W4 Filing Status: M
Original Emp Date: 05-12-1992	Latest Re-Emp Date: [REDACTED]	Creditable Year of Service: ☐	Nbr Exempts: 0
Estimated Annual Salary: \$0.00	Retirement Date: [REDACTED]	Extract ID: PR2	
W4 Multi-Job: N W4 Nbr Children Under 17: 0	W4 Nbr Other Dependents: 0	Work Email: GVANDERMAAL@EAGLEPASSISD.NET	
W4 Other Income: \$0.00	W4 Other Deductions: \$0.00	W4 Other Exemptions: \$0.00	

Job Information

Job: DEPUTY SUPT SECY	Payoff Date: 06-26-2024
Primary: Y Assigned: 100.00% Begin Date: 07-03-2023	# Months in Contract: 12
Grade: 006 End Date: 06-13-2024	TRRS Status: 1 - Eligible
Step: Contract Amount: \$66,476.00	# Days in Contract: 0
Sched: Contract Balance: \$13,849.23	TRRS Position: 03 - Support staff
Facant: Local Contract Days: 226	FICA Eligibility: M - Subject to medicare
of Days Empld: 226	Hourly Rate: \$36.77
Wholly Sep Amt: \$0.00	WC Code: C
	Wkly Hrs Sched: 40

Budget Information

Job: DEPUTY SUPT SECY	
Account Code	Amount Percent Activity TRS Grant Exp 373 Acct Type Extra Duty Cd Perform Pay
199-41-6129.96-726-499000	\$61,476.00 92.478% 80 Y G
199-41-6129.96-726-499000	\$5,000.00 7.522% 79 Y G EL N

Salary Calculation

Job: DEPUTY SUPT SECY	
Annual Salary: \$66,476.00	State Min Salary: \$0.00
Pay Rate: \$2,769.83	OT Elig: Y
Daily Rate: \$294.141	OT Rate: \$55.16
	State Step: 0
	Yrs in Career Ladder: 0

Extra Duty Information

Extra Duty Pay Code	Amount	Remain Amount	Pymnts	Acct Type	Fund	Distribution Code	Percent	Account Amount	Activity	TRRS Grant	Exp 373	Perf Pay
EL - ELECTION STIPEND	\$5,000.00	\$0.00	0	G	199	41-6129.96-726-499000	7.522 %	\$5,000.00	79		Y	N

Note: G-types included as contract pay for non XTRA job. S-types reported in XTRA job.

Leave Information

Type	Description	Beg Bal	Earned	Used	End Bal	Type	Description	Beg Bal	Earned	Used	End Bal
02	NON-DUTY	0	80.000	80.000	0	03	LOCAL LV	351.500	112.000	50.250	413.250
08	STATE PR	0	40.000	40.000	0						

Employee Signature

Date

[Handwritten Signature]
AS

2024-2025 MASTER RECORD

NAME: GABRIELA VAN DER MAAL
POSITION: DEPUTY SUPT SECY
YRS. PROF. EXPERIENCE:
Only required if Pay Grade is 7/8

ID:
NUMBER OF DAYS: 226
HRS. P/DAY: 8
Only required for hourly

PAY GRADE: 006
SALARY INCREASE: 3.1%
HOURLY INCREASE: \$ 0.93
DAILY INCREASE: \$ 7.44
TOTAL INCREASE: \$ 1,682.00

23-24 SALARY: \$ 66,476.00
23-24 DAILY RATE: \$ 294.142
23-24 HOURLY RATE: \$ 36.77
23-24 OT RATE: \$ 55.15
23-24 PAY RATE: \$ 2,769.83

24-25 SALARY: \$ 68,158.00
24-25 DAILY RATE: \$ 301.58
24-25 HOURLY RATE: \$ 37.70
24-25 OT RATE: \$ 56.55
24-25 PAY RATE: \$ 2,839.92

24-25 PG Min: \$ 24.00

If below minimum, requires salary adj.

Verified By

Date

Verified By

Date

Printed: 6-27-2023 3:33 PM

Printed Dist: 159-901

Employee Salary Information

Eagle Pass ISD

Program: HRS1650

Page: 1 of 1

Name: GABRIELA VAN DER MAAL
Address: 2622 ARROW POINT BLVD
EAGLE PASS, TX 78852-0000
Phone: (830) 711-1111
Original Emp Date: 05-12-1992
Estimated Annual Salary: \$0.00
W4 Multi-Job: N W4 Nbr Children Under 17: 0
W4 Other Income: \$0.00

Emp Nbr: 159-901-0001
SSN: 123-45-6789
DOB: 01-01-1980
Degree: 0 - No Bachelor's
Latest Re-Emp Date:
Retirement Date:
W4 Nbr Other Dependents: 0
W4 Other Deductions: \$0.00

Yrs Experience District: 31
Yrs Experience Total: 31
Yrs Prof Exper District:
Yrs Prof Exper Total:
Creditable Year of Service: ☐
Extract ID: PR2
Work Email: GVANDERMAAL@EAGLEPASSISD.NET
W4 Other Exemptions: \$0.00
Frequency: 5
Pay Campus: 726
Primary Campus: 726
W4 Filing Status: M
Nbr Exempts: 0

Job Information

Job: DEPUTY SUPT SECY
Primary: Y Assigned: 100.00%
Grade: 006
Step:
Hired:
Vacant:
Days Emp'd: 226 Wholly Sep Amt:

Begin Date: 07-03-2023
End Date: 06-13-2024
Contract Amount: \$66,476.00
Contract Balance: \$66,476.00
Local Contract Days: 226
Months in Contract: 12
Days in Contract: 30
of Annual Pymts: 12
Remaining Pymts: 0
Hourly Rate: \$36.77
Wkly Hrs Sched: 40

Payoff Date: 06-26-2024
TRS Status: 1 - Eligible
TRS Position: 03 - Support staff
FICA Eligibility: M - Subject to medicare
WC Code: C
Wkly Hrs Sched: 40

Budget Information

Account Code	Amount	Percent	Activity	TRS Grant	Exp 373	Acct Type	Extra Duty Cd	Perform Pa
99-41-6129.96-726-399000	\$61,476.00	92.478%	80		Y	G		
99-41-6129.96-726-399000	\$5,000.00	7.522%	79		Y	G	EL	N

Salary Calculation

Job: DEPUTY SUPT SECY
Annual Salary: \$66,476.00
Pay Rate: \$2,769.83
Daily Rate: \$294.141
State Min Salary: \$0.00
OT Elig: Y
OT Rate: \$55.16
State Step:
Yrs in Career Ladder: 0

Extra Duty Information

Extra Duty Pay Code	Amount	Remain Amount	Pymnts	Acct Type	Fund	Distribution Code	Percent	Account Amount	Activity	TRS Grant	Exp 373	Perf Pay
- ELECTION STIPEND	\$5,000.00	\$0.00	0	G	199	41-6129.96-726-399000	7.522 %	\$5,000.00	79	Y		N

Note: G-types included as contract pay for non XTRA job. S-types reported in XTRA job.

Leave Information

Type	Description	Beg Bal	Earned	Used	End Bal
02	NON-DUTY	0	80.000	0	80.000
03	STATE PR	0	40.000	0	40.000

Type	Description	Beg Bal	Earned	Used	End Bal
03	LOCAL LV	351.500	56.000	0	407.500

Employee Signature

Date

2023-2024

Date Run: 05-16-2023 1:01 PM
Cnty Dist: 159-901

Employee Salary Information
Eagle Pass ISD

Program: HRS1650
Page: 1 of 1

Name: GABRIELA VAN DER MAAL ✓	Emp Nbr: 001773 ✓	Yrs Experience District: 31 ✓	Frequency: 5
Address: 2622 ARROW POINT BLVD	SSN: [REDACTED]	Yrs Experience Total: 31 ✓	Pay Campus: 726
EAGLE PASS, TX 78852-0000	DOB: [REDACTED]	Yrs Prof Exper District:	Primary Campus: 726
Phone: (830) [REDACTED]	Degree: 0 - No Bachelor's	Yrs Prof Exper Total:	W4 Filing Status: M
Original Emp Date: 05-12-1992	Latest Re-Emp Date:	Creditable Year of Service: ☐	Nbr Exempts: 0
Estimated Annual Salary: \$0.00	Retirement Date:	Extract ID: PR2	
W4 Multi-Job: N W4 Nbr Children Under 17: 0	W4 Nbr Other Dependents: 0	Work Email: GVANDERMAAL@EAGLEPASSISD.NET	
W4 Other Income: \$0.00	W4 Other Deductions: \$0.00	W4 Other Exemptions: \$0.00	

Job Information

Job: DEPUTY SUPT SECY	Payoff Date: 06-30-2023 612624
Primary: Y Assigned: 100.00%	Begin Date: 7/3/23 07-01-2022 # Months in Contract: 12 ✓
Grade: 006 ✓	End Date: 6/13/24 06-10-2023 # Days in Contract: 0 ✓
Step:	Contract Amount: \$66,476.00 # of Annual Pymts: 24 ✓
Sched:	Contract Balance: \$0.00 # Remaining Pymts: 24 ✓
Vacant:	Local Contract Days: 226 ✓
# of Days Empld: 226 ✓	Wholly Sep Amt: \$0.00
	Hourly Rate: \$36.77 Wkly Hrs Sched: 40 ✓

Budget Information

DEPUTY SUPT SECY								
Account Code	Amount	Percent	Activity	TRS Grant	Exp 373	Acct Type	Extra Duty Cd	Perform Pay
199-41-6129.96-726-999000	\$61,476.00	92.478%	80		Y	G		
199-41-6129.96-726-999000	\$5,000.00	7.522%	79		Y	G	EL	, N

Salary Calculation

Job: DEPUTY SUPT SECY	Annual Salary: \$66,476.00 ✓	State Min Salary: \$0.00	State Step:
Pay Rate: \$2,769.83 ✓	OT Elig: Y	Yrs in Career Ladder: 0	
Daily Rate: \$294.14 ✓	OT Rate: \$55.16 ✓		

Extra Duty Information

Extra Duty Pay Code	Amount	Remain Amount	Pymnts	Acct Type	Fund	Distribution Code	Percent	Account Amount	Activity	TRS Grant	Exp 373	Perf Pay
EL - ELECTION STIPEND	\$5,000.00	\$0.00	0	G	199	41-6129.96-726-999000	7.522 %	\$5,000.00	79		Y	N

Note: G-types included as contract pay for non XTRA job. S-types reported in XTRA job.

Leave Information

Type	Description	Beg Bal	Earned	Used	End Bal	Type	Description	Beg Bal	Earned	Used	End Bal
02	NON-DUTY	0	80.000	80.000	0	03	LOCAL LV	350.250	56.000	45.250	361.000
08	STATE PR	4.750	40.000	44.750	0						

Employee Signature

payrate

clp

Daily

2023-2024

Hourly

OT

Payroll Salary Increase Adjustment Form

Employee Name: Gabriela Van Der Maal ID:
 Position: Deputy Supt. Secretary Campus: 726
 Pay Period: 8/15/2022

Reason for Adjustment:

TO REFLECT 2022-2023 SALARY INCREASE WITH EQUITY ADJ. & STIPEND ADJUSTMENT

CURRENT INFORMATION

Effective Date: 7/1/2022 No. of Days: 226 Daily Hours: 8 Contract Amount: \$ 50,082.28
 Pay Grade: 006 Daily Rate: \$ 221.60 Hhly Rate: \$ 27.70 O/T Rate: \$ 41.55

SALARY INCREASE INFORMATION

Pay Grade Midpoint: \$ 29.00 Increase %: 5.50% Daily Increase: \$ 12.80
 Annual Increase: \$ 2,892.80 Hourly Increase: \$ 1.60 Overtime Increase: \$ 2.40
 New Daily Rate: \$ 234.40 New Hourly Rate: \$ 29.30 New Overtime Rate: \$ 43.95
 Contract Amount \$ 50,082.28 Annual Increase 2,892.80 \$ 52,976.00
 Total Contract Amount

EQUITY ADJUSTMENT

Equity Amount: \$ 8,500.00 Daily Increase: \$ 37.61 Hourly Increase: \$ 4.70
 New Daily Rate: \$ 272.01 New Hourly Rate: \$ 34.00 New Overtime Rate: \$ 51.00
 \$ 52,976.00 \$ 8,500.00 \$ 61,476.00

STIPEND ADJUSTMENT

Stipend Amount: \$ 5,000.00 Daily Increase: \$ 22.12 Hourly Increase: \$ 2.77
 New Daily Rate: \$ 294.13 New Hourly Rate: \$ 36.77 New Overtime Rate: \$ 55.16
 \$ 61,476.00 \$ 5,000.00 \$ 66,476.00
 Contract Amount Equity Adjustment Total Contract Amount

\$ 2,263.04 x 2 7/15/2022 - 07/29/2022 = \$ 4,526.08
 Pay Rate Payments From-To Contract Paid
 \$ 1,013.58 x 1 7/29/22 RFC = \$ 1,013.58
 Pay Rate Payments From-To Contract Paid
 Note: Annual Increase / 24 payments * 2 payments (July)
 Total Contract Paid: \$ 5,539.66

\$ 60,936.34 22 8/15/2022 6/30/2023 \$ 2,769.83
 Contract Balance No. of Payments From To Semi Monthly Payments

Payroll Specialist and Payroll Supervisor must verify that employee is eligible for Fringe Benefits and

completed their PQA-2022 Working Calendar

Prepared and Processed by:

Reviewed by:

Approved by:

M. Smith
Payroll Specialist

C. Young
Asst. Business Administrator

Payroll Director

Date 7/27/22
 Date 7/28/22
 Date 7.31.22

Date 7.31.22

2022-2023

Year: C

Frequency: 5

Change

Employee: J: VAN DER MAAL, GABRIELA

Pay Status: 1 Active

Pay Campus: 726 FINANCE DEPT.

Pay Dept: 1

Dock Rate: 36.770

Tax Exempt: ☐

Unemployment Elig: ☒

FICA Eligibility: M Subject to medicare

W4 Marital Status: Married

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

TRS

Status: 1 Eligible

Begin Date: 05-12-1992

00-00-0000

FSP Staff Salary Data

Health Ins Code: S Eligible spouse partic

FSP Staff Data Code: F Full-Time

Totals

State Min. Salary: 0.00

Extra Duty: 0.00

Contract Amt: 66,476.00

Contract Balance: 60,936.34

Extra Duty Pay

Delete

Remain Amt

Remain Pymts

EL - ELECTION STIPEND

G

5,000.00

0.00

0

Bank Info

Delete

815 - IBC-COMMERCE BANK - EAGLE PASS, TX

2 Checking account

☐

0.00

Year: C

Frequency: 5

Change

Employee: VAN DER MAAL, GABRIELA

Delete Selected

Non-contracted emp

Rows: 1 of 1

Primary Campus: 726 FINANCE DEPT.

Dept: 1

Contract Info

Pay Type: 2 Non-contracted emp Pay Grade: 006 Pay Step: Sched Max Days: Hrs Per Day: 8.000 Incr Pay Step: ☒

Total: 66,476.00 Balance: 60,936.34 # of Annual Pymts: 24 Remaining Pymts: 22 Concept Use midpoint table

of Months in Contract: 12 State Min Days: 000 TRS - Non contract Base Annual: 52,432.00

Daily Rate: 294.142 = Contract Total: 66,476.00 / # of Days Empld: 226 # Days Off: 0.0 Vacant Job: ☐

Pay Rate: 2,769.83 = Contract Total: 66,476.00 / # Annual Pymts: 24 Payoff Date: 06-30-2023 Wkly Hrs Sched: 40

Reg Hrs Worked: 0.00 OVTM Elig: ☒ OVTM Rate: 55.16 Hrly Rate: 36.77 Exempt Status: ☐ EEOC: ☐

State Info

State Step: ☐ Yrs in Career Ladder: ☐ TRS Year: ☐ TRS Member Pos: 03 Support staff Wholly Sep Amt: 0.00State Min Salary: 0.00 = Foundation Daily Rate: 0.000 X % Assigned: 100% X # of days Empld: 226 Retiree Exception: ☐

Calendar/Local Info

Calendar/Local Options: 13 - 2223 226 Days Begin Date: 07-01-2022 End Date: 06-16-2023 # of Days Empld: 226

Years Job Exp: 0 Local Contract Days: 226

Workers' Comp Info

WC Code: C CLASS C- PROFESSIONA 0.003000 WC Ann Pymts: 24 WC Remain: 22

Accrual Info

Code: ☐ Accrual Rate: 0.000 = Total: 66,476.00 / # of Days Empld: 226



Year: C

Frequency: 5

Change

Employee: 001773 : VAN DER MAAL, GABRIELA



Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		05SS - DEPUTY SUPT SECY	EL - ELECTION STIPEND	G	199-41-6129.96-726-299000	5,000.00	7.522%
		05SS - DEPUTY SUPT SECY		G	199-41-6129.96-726-299000	61,476.00	92.478%
				Total:		66,476.00	100.000%

Rows: 1 of 2

Job

Code:

Extra

Duty

Code:

Account
Type:

G Standard gross pay

Account
Code:

199-41-6129.96-726-299000

SALARIES/WAGES-SUPPORT PERSONN

Amount: 5,000.00 out of 66,476.00

Percent: 7.522%

Activity

Code:

79 Other Supplemental

TRS Grant

Code:

Worker's
Comp Code:

C CLASS C- PROFESSIONA 0.003000

Expense
373:

Y Account used in ASB distr

Employer

Contribution: ☒

Performance

Pay: ☐

HIDE

Save successful

ate Run: 05-18-2022 11:47 AM
nty Dist: 159-901

Employee Salary Information
Eagle Pass ISD

Program: HRS1650
Page: 1 of 1

Name: GABRIELA VAN DER MAAL
Address: 2622 ARROW POINT BLVD
EAGLE PASS, TX 78852-0000
Phone: (830) 77.
Original Emp Date: 05-12-1992
Estimated Annual Salary: \$0.00
V4 Multi-Job: N W4 Nbr Children Under 17: 0
V4 Other Income: \$.00

Emp Nbr:
SSN:
DOB:
Degree: 0 - No Bachelor's
Latest Re-Emp Date:
Retirement Date:
W4 Nbr Other Dependents: 0
W4 Other Deductions: \$.00

Yrs Experience District: 30
Yrs Experience Total: 30
Yrs Prof Exper District:
Yrs Prof Exper Total:
Creditable Year of Service: ☐
Extract ID: PR2
Work Email: GVANDERMAAL@EAGLEPASSISD.NET
W4 Other Exemptions: \$.00
29 Frequency: 5
29 Pay Campus: 726
Primary Campus: 726
W4 Filing Status: M
Nbr Exempts: 0

Job Information

Job: DEPUTY SUPT SECY
Primary: Y Assigned: 100.00%
Grade: 006
Step:
Sched:
Vacant:
of Days Empld: ☒ 226 Wholly Sep Amt:

Begin Date: 07-01-2021
End Date: 06-16-2022
Contract Amount: \$54,312.32
Contract Balance: \$6,789.10
Local Contract Days: 226
Hours in Contract: 12
Days in Contract: 226
of Annual Pymts: 12
Remaining Pymts: 24
226 Hourly Rate: \$30.04

Payoff Date: 06-30-2021
12 TRS Status: 1 - Eligible
226 TRS Position: 03 - Support staff
24 FICA Eligibility: M - Subject to medicare
3 WC Code: C
\$30.04 Wkly Hrs Sched: 38

Budget Information

Job: DEPUTY SUPT SECY

Account Code	Amount	Percent	Activity	TRS Grant	Exp 373	Acct Type	Extra Duty Cd	Perform Pay
199-41-6129.96-726-299000	\$50,082.28	92.210%	80		Y	G		
199-41-6129.96-726-299000	\$4,230.72	7.790%	79		Y	G	EL	N

Salary Calculation

Job: DEPUTY SUPT SECY
Annual Salary: \$54,312.32
Pay Rate: \$2,263.01
Daily Rate: \$240.320

State Min Salary: \$0.00
OT Elig: Y
OT Rate: \$45.06
State Step:
Yrs in Career Ladder: 0

Extra Duty Information

Extra Duty Pay Code	Amount	Remain Amount	Pymnts	Acct Type	Fund	Distribution Code	Percent	Account Amount	Activity	TRS Grant	Exp 373	Perf Pay
EL - ELECTION STIPEND	\$4,230.72	\$0.00	0	G	199	41-6129.96-726-299000	7.790 %	\$4,230.72	79		Y	N

Note: G-types included as contract pay for non XTRA job. S-types reported in XTRA job.

0 • C

54,312.32 ÷
24 • =
2,263.0133333 *

0 • C

54,312.32 ÷
226 • =
240.32 *

240.32 ÷
8 • =
30.04 *

30.04 x
1.50 =
45.06 *

0 • C

54,313.0 ÷
24 • =
2,263.0416666 *

0 • C

54,313.0 ÷
226 • =
240.323008849 *

240.32 ÷
8 • =
30.04 *

30.04 x
1.5 =
45.06 *

Round UP

Dist.

002

50,081.6 +
4,230.72 +
54,312.32 *

ite Run: 06-29-2022 10:18 AM
ity Dist: 159-901

Employee Salary Information
Eagle Pass ISD

Program: HRS1650
Page: 1 of 1

ime: GABRIELA VAN DER MAAL ✓
Address: 2622 ARROW POINT BLVD
EAGLE PASS, TX 78852-0000
Phone: (830) 773
Original Emp Date: 05-12-1992
Estimated Annual Salary: \$0.00
4 Multi-Job: N W4 Nbr Children Under 17: 0
4 Other Income: \$.00

Emp Nbr: 01 ✓
SSN:
DOB:
Degree: 0 - No Bachelor's
Latest Re-Emp Date:
Retirement Date:
W4 Nbr Other Dependents: 0
W4 Other Deductions: \$.00

Yrs Experience District: 30 28
Yrs Experience Total: 30 28
Yrs Prof Exper District:
Yrs Prof Exper Total:
Creditable Year of Service: ☐
Extract ID: PR2
Work Email: GVANDERMAAL@EAGLEPASSISD.NET
W4 Other Exemptions: \$.00

Frequency: 5
Pay Campus: 726
Primary Campus: 726
W4 Filing Status: M
Nbr Exempts: 0

Job Information

Job: DEPUTY SUPT SECY
Primary: Y Assigned: 100.00% Begin Date: 07-01-2022 # Months in Contract: 12
Grade: 006 End Date: 06-16-2023 # Days in Contract: 226
Step: Contract Amount: \$54,313.00 # of Annual Pymts: 24
Scheduled: Contract Balance: \$54,313.00 Remaining Pymts: 24
Vacant: Local Contract Days: 226 Hourly Rate: \$30.04 Wkly Hrs Sched: 40
of Days Empld: 226 Wholly Sep Amt: \$0.00

Payoff Date: 06-30-2023 ✓
12 TRS Status: 1 - Eligible
226 TRS Position: 03 - Support staff
24 FICA Eligibility: M - Subject to medicare
24 WC Code: C
\$30.04 Wkly Hrs Sched: 40 ✓

Budget Information

Job: DEPUTY SUPT SECY

Account Code	Amount	Percent	Activity	TRS Grant	Exp 373	Acct Type	Extra Duty Cd	Perform Pay
99-41-6129.96-726-299000	\$50,082.28 ✓	92.210%	80		Y	G		
99-41-6129.96-726-299000	\$4,230.72 ✓	7.790%	79		Y	G	EL	N

Salary Calculation

Job: DEPUTY SUPT SECY
Annual Salary: \$54,313.00 ✓
Pay Rate: \$2,263.04 ✓
Daily Rate: \$240.320 ✓

State Min Salary: \$0.00
OT Ellg: Y
OT Rate: \$45.06 ✓

State Step:
Yrs in Career Ladder: 0

Extra Duty Information

Extra Duty Pay Code	Amount	Remain Amount	Pymnts	Acct Type	Fund	Distribution Code	Percent	Account Amount	Activity	TRS Grant	Exp 373	Perf Pay
EL - ELECTION STIPEND	\$4,230.72 ✓	\$0.00	0	G	199	41-6129.96-726-299000	7.790 %	\$4,230.72	79		Y	N

Note: G-types included as contract pay for non XTRA job. S-types reported in XTRA job.

Employee Signature

Date

54,313.00
24.00 =
2,263.00 168.00

54,313.00
226.00 =
240.320.00

240.320
8.00 =
30.04

30.04
1.5 =
45.06

JP

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: Gabriela Van Der Maal EMPLOYEE ID#: [REDACTED]
CAMPUS/DEPT.: Business & Finance ORG. CODE: 726
POSITION: Secretary for Deputy Sup. of Business & Finance PAY GRADE/DAYS 06 / 226
☒ FULL TIME ☐ PART-TIME HOURS PER WEEK: 40

RECEIVED

JUL 14 2022

PLEASE CHECK THE FOLLOWING AS APPLICABLE:

☐ 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
☐ FMLA ☐ TERMINATION
☐ FUNDING CHANGE (COMPLETE SECTION BELOW) ☐ WORKER'S COMP. LEAVE
☐ OTHER: _____

Human Resources
Imelda Urbina

Deputy Superintendent for
Curriculum & Instruction

JUL 14 2022

Received

RECEIVED
PAYROLL DEPT

JUL 19 2022

START DATE: 07/01/2022
(MAY BE BLANK; AS APPLICABLE)

END DATE: _____
(MAY BE BLANK; AS APPLICABLE)

OTHER/REASON FOR CHANGE: Election stipend increased from \$4,230.72 to \$5,000.00.

SCHOOL YEAR
2022-2023

MUST ENTER ACCOUNT NUMBER(S)

CURRENT:

NEW:

Acct# _____ % Acct# 199-41-6129-96-726-299-000 100 %

Acct# _____ % Acct# _____ %

Acct# _____ % Acct# _____ %

1.) _____ DATE _____
PRINCIPAL/DIRECTOR

4.) [Signature] 7/18/22
EXECUTIVE DIR. OF HUMAN RESOURCES DATE

2.) [Signature] 7-14-22
PROGRAM DIRECTOR DATE

5.) _____ DATE _____
DEPUTY SUPT. FOR BUSINESS & FINANCE

3.) [Signature] JUL 14 2022
DEPUTY SUPERINTENDENT DATE

6.) _____ DATE _____
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 "N/A".

Processed by: Human Resources: _____ Payroll: _____

Verified by: Human Resources: _____ Payroll: _____

Pay Period: _____

Original to Human Resources: _____ Copy to Payroll: _____

MANUAL TRADE STIPENDS

2022-2023

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

Current Positions	Number of Positions	Amount p/Position	Total Amount
General Maint. Repairman	1	\$ 20,000.00	\$ 20,000.00
Master Gen. Const. Facil. & Maint.	2	\$ 20,000.00	\$ 40,000.00
Master Welder	1	\$ 20,000.00	\$ 20,000.00
Skilled A/C Mechanic	1	\$ 20,000.00	\$ 20,000.00
SPVR Maintenance	1	\$ 20,000.00	\$ 20,000.00
SPVR Master Carpenter	1	\$ 20,000.00	\$ 20,000.00
SPVR- Master Electrician	1	\$ 20,000.00	\$ 20,000.00
SPVR Master HVAC	1	\$ 20,000.00	\$ 20,000.00
SPVR- Master Plumber	1	\$ 20,000.00	\$ 20,000.00
SPVR of Special Project	1	\$ 20,000.00	\$ 20,000.00
SPVR. Field Maint. & Operations*	1	\$ 20,000.00	\$ 20,000.00
Total	12	\$ 220,000.00	\$ 240,000.00

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.) 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.) *Stipend based on additional duties assigned to these positions. State Licence is not required.

POLICE OFFICER RANKING STIPENDS

2022-2023

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

Current Positions	Number of Positions	Amount p/Position	Total Amount
Lieutenant	1	\$ 10,000.00	\$ 10,000.00
Sergeant	4	\$ 7,000.00	\$ 28,000.00
Corporal	4	\$ 5,000.00	\$ 20,000.00
Dare Officer	1	\$ 5,000.00	\$ 5,000.00
K-9 Officer	1	\$ 5,000.00	\$ 5,000.00
Total	11	\$ 32,000.00	\$ 68,000.00

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.
- 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 positions.

ELECTION STIPEND

2022-2023

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

Current Positions	Number of Positions	Amount p/Position	Total Amount
Duly Appointed Agents**	4	\$ 5,000.00	\$ 20,000.00
Total	4	\$ 5,000.00	\$ 20,000.00

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 positions.

Eagle Pass Independent School District

Payroll Records

VAN DER MAAL, GABRIELA -- TITLE: DEPUTY SUPT SECY -- STAFF ID: 0000 -- HRS PER DAY: 8

CAMPUS	726 1	PAY GRADE	006	PAY RATE	2,211.73	✓
STATE STEP		PAY CODE	2	ANNUAL PAYMENTS	24	✓
YRS IN DIST	28	BEG CONT DATE	07/01/2021	WORK/COMP PYMTS	24	✓
TOTAL YRS EXP	28	END CONT DATE	06/15/2022	NBR OF EXEMPTS	0	✓
PAY STEP				ANNUAL CONT	53,081.60	✓
YRS FOR PAY		TAKE TRS FEE	1	STATE MIN FOUND	0.00	✓
DEGREE LEVEL	0	TRS NON-STD CODE	1	NBR DAYS EMPLOYED	226	✓
TRS CLASS	T	TRS NON-STD RPT	1	LONGEVITY PAY	0.00	✓
TRS STATUS	1	TRS NON-STD ZER	1	ACCRUAL CODE		✓
				PAYOFF DATE	06/24/2022	✓

LOCAL PAY 3,000.00 ✓

EMPLOYED DT

19920512

REEMPLOYED DT

Election Stipend = \$3000 / 24 = 125.00 ✓

Distributions

Supplemental Distribution

BUDGET CODES	AMOUNT	PERCENT	GRANT
19941612996C726199000	2,211.73	1.00000	✓

DAILY RATE	234.87	✓
ABS RATE	29.36	✓
HOURLY RATE:	29.36	✓
OVRTIME RATE:	44.04	✓

2021-2022

RB
6/24/2022

53081.60 Annual
- 3000.00 Local

Eagle Pass Independent School District

Payroll Records

VAN DER MAAL, GABRIELA — TITLE: DEPUTY SUPT SECY — STAFF ID: 0000 — HRS PER DAY: 8

CAMPUS	726 1	PAY GRADE	006	PAY RATE	2,219.48	<u>2211.73</u>	
STATE STEP		PAY CODE	2	ANNUAL PAYMENTS	24	✓	REMAINING PYMTS <u>8-24</u>
YRS IN DIST	28	<u>29</u>	BEG CONT DATE	07/01/2020	24	✓	UNEMPL ELIGIBLE Y
TOTAL YRS EXP	28	<u>29</u>	END CONT DATE	06/15/2021	0		MARITAL STATUS 2
PAY STEP				ANNUAL CONT	53,081.60	✓	CONT BALANCE <u>12,316.93</u> <u>53081.60</u>
YRS FOR PAY		TAKE TRS FEE	1	STATE MIN FOUND	0.00		FICA ELIGIBLE 3
DEGREE LEVEL	0	TRS NON-STD CODE	1	NBR DAYS EMPLOYED	226	✓	ACTUAL CONT DAYS 226
TRS CLASS	T	TRS NON-STD RPT	1	LONGEVITY PAY	0.00		CONT MONTHS 24
TRS STATUS	1	TRS NON-STD ZER	0	ACCRUAL CODE			PAYOFF DATE <u>06/30/2021</u> <u>24</u> <u>12</u>

LOCAL PAY	3,000.00	EMPLOYED DT	19920512	REEMPLOYED DT	
-----------	----------	-------------	----------	---------------	--

Distributions

BUDGET CODES	AMOUNT	PERCENT	GRANT
19941612996C726199000	<u>2,219.48</u> <u>2211.73</u>	1.00000	

Supplemental Distribution

DAILY RATE	234.87	✓
ABS RATE	29.36	✓
HOURLY RATE:	29.36	✓
OVRTIME RATE:	44.04	✓

(Signature)
4/20/2021

MANUAL TRADE STIPENDS			
2020-2021			
Account 199-51-6128-00-811-XXX			
Current Positions	Number of Positions	Amount p/Position	Total Amount
General Maint.Repairman	1	\$ 16,000.00	\$ 16,000.00
Master Gen. Const. Facil. & Maint.	2	\$ 16,000.00	\$ 32,000.00
Master Welder	1	\$ 16,000.00	\$ 16,000.00
Skilled A/C Mechanic	1	\$ 16,000.00	\$ 16,000.00
SPVR Maintenance	1	\$ 16,000.00	\$ 16,000.00
SPVR Master Carpenter	1	\$ 16,000.00	\$ 16,000.00
SPVR- Master Electrician	1	\$ 16,000.00	\$ 16,000.00
SPVR Master HVAC	1	\$ 16,000.00	\$ 16,000.00
SPVR- Master Plumber	1	\$ 16,000.00	\$ 16,000.00
SPVR of Special Project	1	\$ 16,000.00	\$ 16,000.00
SPVR. F/S & Warehouse Operations*	1	\$ 16,000.00	\$ 16,000.00
SPVR. Field Maint. & Operations*	1	\$ 16,000.00	\$ 16,000.00
Total	13	\$ 192,000.00	\$ 208,000.00

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.) 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.)*Stipend based on additional duties assigned to these positions. State Licence is not required.

Election Stipend			
2020-2021			
Account: 199-41-6118-01-726-X99/199-41-6118-95-726-X99/199-41-6129-96-726-X99			
Current Positions	Number of Positions	Amount p/Position	Total Amount
Duly Appointed Agents	4	\$ 3,000.00	\$ 12,000.00
Total	4	\$ 3,000.00	\$ 12,000.00

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
- 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.
- the District.
- 5.) Stipend based on additional duties assigned to these positions.

Payroll Salary Increase Adjustment Form

2021-2022

Employee Name: GABRIELA VAN DER MAAL

Position: DEPUTY SUPT SECRETARY

Pay Period: 8/26/2021

Reason for Adjustment:

TO REFLECT 2021-2022 ELECTION STIPEND INCREASE AS APPROVED BY SCHOOL BOARD OF TRUSTEES

CURRENT INFORMATION

Effective Date: 7/1/2021 ✓ No. of Days: 226 ✓ Daily Hours: 8 ✓ Contract Amount: \$ 53,081.60 ✓
 Pay Grade: 6 ✓ Daily Rate: \$ 234.87 ✓ Hrly Rate: \$ 29.36 ✓ O/T Rate: \$ 44.04 ✓

ELECTION STIPEND INCREASE INFORMATION

Annual Increase: \$ 1,230.72 ✓ Daily Increase: \$ 5.45 ✓ Hourly Increase: \$ 0.68 ✓

New Daily Rate: \$ 240.32 New Hourly Rate: \$ 30.04 New Overtime Rate: \$ 45.06 ✓

\$ 53,081.60 ✓ \$ 1,230.72 ✓ \$ 54,312.32 ✓
 Contract Amount Annual Increase Total Contract Amount

\$ 2,211.73 ✓ x 3 07/13/2021 - 08/13/2021 = \$ 6,635.20 ✓
 Pay Rate Payments From- To Contract Paid

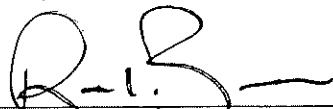
\$ 51.28 ✓ x 3 RFC = \$ 153.84 ✓
 Pay Rate Payments From- To Contract Paid

Total Contract Paid: \$ 6,789.04 ✓

\$ 47,523.28 21 8/26/2021 6/24/2022 ✓ \$ 2,263.01 ✓
 Contract Balance No. of Payments From To Semi Monthly Payments

Payroll Specialist and Payroll Supervisor must verify that employee is eligible for Fringe Benefits and completed their 2020-2021 Working Calendar

Prepared and Processed by:

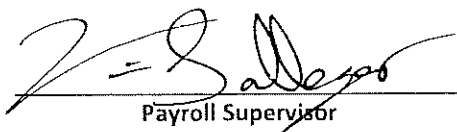


Payroll Specialist

8/16/2021

Date

Reviewed by:

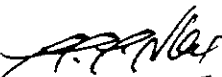


Payroll Supervisor

08.16.2021

Date

Approved by:



Payroll Director

8-17-21

Date



Social Security #, or Vendor # 1773

Request For Check

NO. 126747

Eagle Pass Independent School District

Request For Check

Please issue check to (NAME) GABRIELA VAN DER MAAL

(ADDRESS) _____

(CITY) _____

FOR ELECTION STIPEND INCREASE

INCREASE 1230.72/ 24= \$51.28

\$51.28 X 3= \$153.84

3 PAYMENTS 07/13-08/13

CODE

AMOUNT

PP 08-26-2021

(Date)

Requested by: RB 8/16/2021

Approved by: M 8/17/21

199-41-6129-96-726-199-000	
TOTAL	\$153.84
APPROVED	

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: Gabriela van der Maal EMPLOYEE ID#: [REDACTED]
CAMPUS/DEPT.: Business & Finance ORG. CODE: 726

POSITION: Secretary to Deputy Superintendent for Business & Finance

☒ FULL TIME ☐ PART-TIME HOURS PER WEEK: AUG 12 2021
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:

☐ 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
☐ FMLA ☐ TERMINATION
☐ FUNDING CHANGE (COMPLETE SECTION BELOW) ☐ WORKER'S COMP. LEAVE
☐ OTHER: _____

START DATE: 07/01/2021 END DATE: _____
(MAY BE BLANK; AS APPLICABLE) (MAY BE BLANK; AS APPLICABLE)

OTHER/REASON FOR CHANGE: Election stipend increase from \$3,000 to \$4,230.72

MUST ENTER ACCOUNT NUMBER(S)

CURRENT: NEW:
Acct# _____ % Acct# 199-41-6129-96-726-199 100 %
Acct# _____ % Acct# _____ %
Acct# _____ % Acct# _____ %

1.) _____ DATE
PRINCIPAL/DIRECTOR

4.) [Signature] 8/12/21
EXECUTIVE DIR. OF HUMAN RESOURCES DATE

2.) _____ DATE
PROGRAM DIRECTOR

5.) _____ DATE
DEPUTY SUPT. FOR BUSINESS & FINANCE

3.) [Signature] 8-11-21
DEPUTY SUPERINTENDENT DATE

6.) [Signature] 8/11/21
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: [Signature] 8/16/2021

Verified by: Human Resources: _____ Payroll: [Signature] 8/17/21

Pay Period: 8/26/2021

Original to Human Resources: _____ Copy to Payroll: _____

ELECTION STIPEND

2021-2022

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

Current Positions	Number of Positions	Amount p/Position	Total Amount
Duly Appointed Agents	4	\$ 4,230.72	\$ 16,922.88
Total	4	\$ 4,230.72	\$ 16,922.88

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 positions.

{A} DATE PREPARED 09/30/21 EFFECTIVE DATE _____

NAME Van der Maal Gabriela
LAST FIRST M.

SOC.SEC.NO. _____ - _____ - _____ I.D. NO. _____

CAMPUS/LOCATION 726 PAY GRADE 6

JOB TITLE Sec. to Deputy Superintendent

DEGREE _____ YEARS OF EXPERIENCE _____

WORK DAYS _____ BOARD/SUPT AGENDA DATE 09/27/21

OTHER Salary adjustment

2021-2022

{B} ADD TO PAYROLL:

☐ NEW EMPLOYEE
☐ PART TIME

☐ TEMPORARY
☐ OTHER _____

☐ SEE ATTACHED

{C} SALARY OR RATE:

☐ PAY GRADE MINIMUM
☐ ANNUAL SALARY _____
☐ HOURLY RATE _____

☐ PER SALARY SCHEDULE
☐ DAILY RATE _____
☐ OTHER _____

{D} PROMOTION, TRANSFER OR TERMINATION:

☐ PROMOTION
☐ PAY GRADE RECLASSIFICATION
☐ RESIGNATION
☐ LEAVE OF ABSENCE
☐ TRANSFER _____

☐ NEW JOB TITLE _____
☐ NEW PAY GRADE _____
☐ TERMINATION
☐ OTHER _____

[Signature]
EXECUTIVE DIRECTOR FOR H. R.

9/30/21
DATE

[Signature]
DEPUTY SUPT. FOR BUS. & FIN.

10-4-21
DATE

RECEIVED
PAYROLL DEPT

SUPERINTENDENT

DATE

SCHOOL YEAR
2021-2022

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
DEPARTMENT OF HUMAN RESOURCES
SALARY CALCULATION FORM
(EMPLOYEE FILE)

NAME: Gabriela Van der Maal ID#: 2115
PREVIOUS EMPLOYEE: _____ ID#: _____
(AS APPLICABLE)

I. ASSIGNMENT

VACANCY: ☐ POSITION: <u>Sec. to Deputy Superintendent</u> LOCATION: <u>726</u> PAY GRADE: <u>006</u> BASE PAY: <u>\$50,081.60</u> ADDITIONAL PAY: <u>\$</u> STIPEND(S): <u>\$4,230.72</u> TOTAL PAY: <u>\$54,312.32</u> ✓ DAILY/HRLY RATE: <u>\$30.04</u> TRAVEL: <u>\$</u> ACCOUNT CODE: <u>199-41-6129-96-726-199000</u>	NEW POSITION: ☐ Other: ☒ PREVIOUS POSITION: <u>Sec. to Deputy Spt.</u> LOCATION: <u>726</u> PAY GRADE: <u>006</u> BASE PAY: <u>\$50,081.60</u> ADDITIONAL PAY: <u>\$</u> STIPEND(S): <u>\$3,000.00</u> TOTAL PAY: <u>\$53,081.60</u> DAILY/HRLY RATE: <u>\$29.36</u> TRAVEL: <u>\$</u> ACCOUNT CODE: <u>199-41-6129-96-726-199000</u>
HRS: <u>8</u> DAYS: <u>226</u>	HRS: <u>8</u> DAYS: <u>226</u>

II. 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) TOTAL EXPERIENCE: _____ year(s)
PROFESSIONAL HIRING PAY STEP EXPERIENCE: _____ year(s)

VERIFIED: L. M. Dai 9/18/21 J. Senano 9/23/21
Certification Officer Payroll Director/Payroll Supervisor
APPROVED: Jim Castro 9/27/21 Stacy 9-29-21
Executive Director for HR 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.

FOR HUMAN RESOURCES/PAYROLL USE ONLY*	
PROCESSED BY: <u>2021</u>	DATE: <u>10/1/21</u>
HUMAN RESOURCES/PAYROLL	HUMAN RESOURCES/PAYROLL
EFFECTIVE PAY PERIOD: <u>9/23/2021</u>	DATE: <u>10-15-21</u>
*EMPLOYEE THAT VERIFIES MAY NOT COMPLETE THE FOR PAYROLL USE ONLY SECTION. DIFFERENT EMPLOYEE MUST PROCESS AND VERIFY FOR PAYROLL USE SECTION. **MUST ATTACH COPY OF THE ITCCS REGION 20 WPRS321 EMPLOYEE PAY INFORMATION SCREEN AND PROVIDE HR AND RISK MANG. DIR. WITH COPY OF FULLY SIGNED FORM	

Year: C

Frequency: 5

Change

Employee: VAN DER MAAL, GABRIELA

Delete Selected

Non-contracted emp

Rows: 1 of 1

Primary Campus: 726 FINANCE DEPT.

Dept: 1

Contract Info

Pay Type: 2 Non-contracted emp Pay Grade: 006 Pay Step: Sched Max Days: Hrs Per Day: 8,000 Incr Pay Step: ☒

Total: 54,312.32 Balance: 38,471.24 # of Annual Pymts: 24 Remaining Pymts: 17 Concept: Use midpoint table

of Months in Contract: 12 State Min Days: 226 Valid basic days in contract Base Annual: 48,816.00

Daily Rate: 240.320 = Contract Total: 54,312.32 / # of Days Empld: 226 # Days Off: 0.0 Vacant Job: ☐

Pay Rate: 2,263.01 = Contract Total: 54,312.32 / # Annual Pymts: 24 Payoff Date: 06-24-2022 Wkly Hrs Sched: 38

Reg Hrs Worked: 0.00 OVTM Elig: ☒ OVTM Rate: 45.06 Hrly Rate: 30.04 Exempt Status: ☐ EEOC: ☐

State Info

State Step: ☐ Yrs in Career Ladder: ☐ TRS Year: ☐ TRS Member Pos: 03 Support staff Wholly Sep Amt: 0.00State Min Salary: 0.00 = Foundation Daily Rate: 0.000 X % Assigned: 100% X # of days Empld: 226 Retiree Exception: ☐

Calendar/Local Info

Calendar/Local Options: 17 - 2122 226 Days Begin Date: 07-01-2021 End Date: 06-16-2022 # of Days Empld: 226

Years Job Exp: 0 Local Contract Days: 226

Workers' Comp Info

WC Code: C CLASS C- PROFESSIONA 0.000000 WC Ann Pymts: 24 WC Remain: 17

Accrual Info

Code: ☐ Accrual Rate: 0.000 = Total: 54,312.32 / # of Days Empld: 226

EAGLE PASS INDEPENDENT SCHOOL DISTRICT

EMPLOYEE PAY ADJUSTMENT

Current Job Classification 2020-2021	EMPLOYEE	Years of Service	Pay Grade	# of Days	# of Hours	Hourly Rate	Election Stipend	Annual Pay
Sec. to Deputy Superintendent	Gabriela Van der Maal	28	006	226	8	29.36	\$ 3,000.00	\$53,081.60
Proposed Job Classification 2021-2022	EMPLOYEE	Years of Service	Pay Grade	# of Days	# of Days	Hourly Rate	Election Stipend	Annual Pay
Sec. to Deputy Superintendent	Gabriela Van der Maal	29	006	226	8	30.04	4,230.72	\$54,312.32
							Difference	\$1,230.72

Includes increase in Election Stipend as approved by the School Board

Please verify that the above information is accurate. Please contact the Deputy Superintendent of Business & Finance for any corrections to ensure proper payment of Employee Salaries by no later than thirty (30) days from receipt of this document.

Prepared by: Benano

Verified by: PAKOL 9.24.21

Approval: Summy & Kelly

Payroll Salary Increase Adjustment Form

Employee Name: GABRIELA VAN DER MAAL
 Position: DEPUTY SUPT SECRETARY
 Pay Period: 8/26/2021

ID: [REDACTED]
 Campus: 726 ✓

Reason for Adjustment:

TO REFLECT 2021-2022 ELECTION STIPEND INCREASE AS APPROVED BY SCHOOL BOARD OF TRUSTEES

CURRENT INFORMATION

Effective Date: 7/1/2021 ✓ No. of Days: 226 ✓ Daily Hours: 8 ✓ Contract Amount: \$ 53,081.60 ✓
 Pay Grade: 6 ✓ Daily Rate: \$ 234.87 ✓ Hrly Rate: \$ 29.36 ✓ O/T Rate: \$ 44.04 ✓

ELECTION STIPEND INCREASE INFORMATION

Annual Increase: \$ 1,230.72 ✓ Daily Increase: \$ 5.45 ✓ Hourly Increase: \$ 0.68 ✓
 New Daily Rate: \$ 240.32 New Hourly Rate: \$ 30.04 New Overtime Rate: \$ 45.06 ✓
 \$ 53,081.60 ✓ \$ 1,230.72 ✓ \$ 54,312.32 ✓
 Contract Amount Annual Increase Total Contract Amount

\$ 2,211.73 ✓ x 3 07/13/2021 - 08/13/2021 = \$ 6,635.20 ✓
 Pay Rate Payments From- To Contract Paid
 \$ 51.28 ✓ x 3 RFC = \$ 153.84 ✓
 Pay Rate Payments From- To Contract Paid
 Total Contract Paid: \$ 6,789.04 ✓

\$ 47,523.28 21 8/26/2021 6/24/2022 ✓ \$ 2,263.01 ✓
 Contract Balance No. of Payments From To Semi Monthly Payments

Payroll Specialist and Payroll Supervisor must verify that employee is eligible for Fringe Benefits and completed their 2020-2021 Working Calendar

Prepared and Processed by:

[Signature]
 Payroll Specialist

8/16/2021
 Date

Reviewed by:

[Signature]
 Payroll Supervisor

08-16-2021
 Date

Approved by:

[Signature]
 Payroll Director

8-17-21
 Date

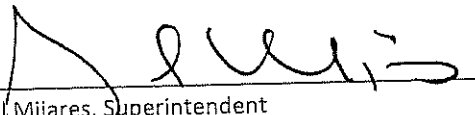
RECEIVED
 PAYROLL DEPT

OCT 07 2021

SCHOOL YEAR
 2021-2022

Election Proposed Stipend Adjustment												
2021-2022												
Last Name	First Name	ID	Campus	Title	Prof. Exp. 2020-2021	Pay Grade	No. of days	2020-2021 Base Salary	2020-2001 Election Stipend	2021-2022 Proposed Election Stipend	2021-2022 Proposed Salary	Daily/Hourly Rate
PEREZ	SUSANA	1529	726	BUSINESS & FINANCE DIR.	21	017	226	\$ 118,925.72	\$ 3,000.00	\$ 4,230.72	\$ 123,156.44	\$ 544.94
ROBLEDO	RENE	688	726	BUDGET DIRECTOR	21	016	226	\$ 99,223.04	\$ 3,000.00	\$ 4,230.72	\$ 103,453.76	\$ 457.76
VAN DER MAAL	GABRIELA	1773	726	SEC. TO DEPUTY SUPERINTENDENT	28	006	226	\$ 50,081.60	\$ 3,000.00	\$ 4,230.72	\$ 54,312.32	\$ 30.04
TOTALS:									\$ 9,000.00	\$ 12,692.16		

oved:


 Daniel Mijares, Superintendent

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: Gabriela van der Maal EMPLOYEE ID#: [REDACTED]

CAMPUS/DEPT.: Business & Finance ORG. CODE: 726

POSITION: Secretary to Deputy Superintendent for Business & Finance

☒ FULL TIME ☐ PART-TIME

HOURS PER WEEK: AUG 12 2021
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:

☐ 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

☐ FMLA ☐ TERMINATION

☐ FUNDING CHANGE (COMPLETE SECTION BELOW) ☐ WORKER'S COMP. LEAVE

☐ OTHER: _____

START DATE: 07/01/2021
(MAY BE BLANK; AS APPLICABLE)

END DATE: _____
(MAY BE BLANK; AS APPLICABLE)

OTHER/REASON FOR CHANGE: Election stipend increase from \$3,000 to \$4,230.72

MUST ENTER ACCOUNT NUMBER(S)

CURRENT: NEW:
Acct# _____ % Acct# 199-41-6129-96-726-199 100 %
Acct# _____ % Acct# _____ %
Acct# _____ % Acct# _____ %

1.) _____ DATE
PRINCIPAL/DIRECTOR

4.) [Signature] 8/12/21
EXECUTIVE DIR. OF HUMAN RESOURCES DATE

2.) _____ DATE
PROGRAM DIRECTOR

5.) _____ DATE
DEPUTY SUPT. FOR BUSINESS & FINANCE

3.) [Signature] 8-11-21
DEPUTY SUPERINTENDENT DATE

6.) [Signature] 8/11/21
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: [Signature] Human Resources:

Payroll: [Signature] 8/16/2021

Verified by: [Signature] Human Resources:

Payroll: [Signature] 8/17/21

Pay Period: 8/26/2021

Copy to Payroll: _____

ELECTION STIPEND

2021-2022

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

Current Positions	Number of Positions	Amount p/Position	Total Amount
Duly Appointed Agents	4	\$ 4,230.72	\$ 16,922.88
Total	4	\$ 4,230.72	\$ 16,922.88

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 positions.

RECEIVED
PAYROLL DEPT

OCT 07 2021

SCHOOL YEAR
2021-2022

9/8/2021

ASCENDER Personnel - Staff Demographic - Employee 001773 VAN DER MAAL, GABRIELA

ep000005497

Maintenance > Staff Demo

Personnel

Employee: VAN DER MAAL, GABRIELA

Staff Name: GABRIELA VAN DER MAAL

Mailing Address: 2622 ARROW POINT BLVD EAGLE PASS TX 78852 + 0000

Home Phone: (830) 773-5446 No restriction All information restricte GVANDERMAAL@EAGLEPASSISL

Gender: Female Original Emp. Date: 05-12-1992

DOB: 11-26-1971 Last Re-Employ Date: 00-00-0000 Years in District: Extended Leave Begin: 00-00-0000

Aggregate Race/Ethnicity: H-Hispanic Termination Date: 00-00-0000 Years Experience: Extended Leave End: 00-00-0000

Freq	Pay Campus	Status	TRS Status	TRS Begin Date
5	726	1	1	05-12-1992

Freq	Job Code	Primary Job	Primary Campus	Contract Begin	Contract End	Payoff Date	Contract Amt
5	05SS - DEPUTY SUPT SECY	Y	726	07-01-2020	06-15-2021	06-24-2022	54,312.32
							Annual Salary: 54,312.32

Freq	Extra Duty Pay Code	Type	Amount	Remain Amt	Remain Pymts
5	EL - ELECTION STIPEND	G	4,230.72	0.00	0

53,081.60 +

3,000.00 -

4,230.72 +

54,312.32 *

54,312.32 ÷

26. =

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RECEIVED
PAYROLL DEPT
OCT 07 2021
SCHOOL YEAR
2021-2022

**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: Gabriela van der Naald EMPLOYEE ID# 726

CAMPUS/DEPT.: Business & Finance ORG. CODE: 726

POSITION: Secretary to Deputy Superintendent for Business & Finance

☒ FULL TIME ☐ PART-TIME HOURS PER WEEK: AUG 12 2021
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:

____ 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
____ FMLA ____ TERMINATION
____ FUNDING CHANGE (COMPLETE SECTION BELOW) ____ WORKER'S COMP. LEAVE
____ OTHER: _____

START DATE: 07/01/2021 END DATE: _____
(MAY BE BLANK; AS APPLICABLE) (MAY BE BLANK; AS APPLICABLE)

OTHER/REASON FOR CHANGE: Election stipend increase from \$3,000 to \$4,230.72

MUST ENTER ACCOUNT NUMBER(S)

CURRENT: NEW:
Acct# _____ % Acct# 199-41-6129-96-726-199 100 %
Acct# _____ % Acct# _____ %
Acct# _____ % Acct# _____ %

1.) _____
PRINCIPAL/DIRECTOR DATE

4.) Jim Custer 8/12/21
EXECUTIVE DIR. OF HUMAN RESOURCES DATE

2.) _____
PROGRAM DIRECTOR DATE

5.) _____
DEPUTY SUPT. FOR BUSINESS & FINANCE DATE

3.) JAT 8-11-21
DEPUTY SUPERINTENDENT DATE

6.) SM 8/11/21
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: RB 8/16/2021

Verified by: Human Resources: NA 8/24/21 Payroll: SS 8/17/21

Pay Period: 8/26/2021

Original to Human Resources: _____ Copy to Payroll: _____

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
NON-DUTY LEAVE
2021-2022**

(See Reverse Side for Non-Duty Administrative Regulations)

2021-2022

EMPLOYEE NAME: GABRIELA VAN DER MAAL

CAMPUS: 726 ID: [REDACTED]

WORKING CALENDAR (226 or 238 DAYS): 226

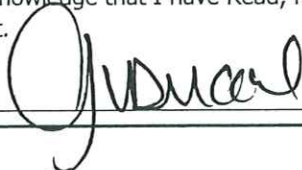
CURRENT YEAR NON-DUTY HOURS EARNED: 88 HOURS

BOX 1

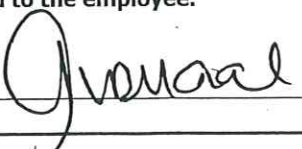
Non-Duty Leave Balance Hours as of July 13, 2021 Pay Period						
	PRIOR YEAR BALANCE		CURRENT YEAR EARNED		TOTAL BALANCE	
LEAVE EARNED	96.00	HOURS	88.00	HOURS	184.00	HOURS
LEAVE USED	96.00	HOURS	0.00	HOURS	96.00	HOURS
BALANCE	0.00	HOURS	88.00	HOURS	88.00	HOURS

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.

Employee Signature:  Date: 8/17/21

BOX 2

Employee must complete section below for Payment of Non-Duty Hour(s)		
	<u>PRIOR YEAR HRS REQUESTED</u>	<u>CURRENT YEAR HRS REQUESTED</u>
Specify No. of Non-Duty Hours requested to be paid August 31, 2021.	<u>0</u>	<u>88</u>
A request for check must be submitted 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: <u></u>	Date: <u>8/17/21</u>	

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

Eagle Pass Independent School District

Payroll Records

VAN DER MAAL, GABRIELA — TITLE: DEPUTY SUPT. SECY — STAFF ID: 000001773 — HRS PER DAY: 8

CAMPUS	726.1	PAY GRADE	006	PAY RATE	2,157.49	REMAINING PYMTS	24
STATE STEP	13	PAY CODE	2	ANNUAL PAYMENTS	24	UNEMPL. ELIGIBLE	✓
YRS IN DIST	27	BEG CONT DATE	07/01/2020	WORK/COMP PYMTS	24	MARITAL STATUS	2
TOTAL YRS EXP	27	END CONT DATE	06/15/2021	NBR OF EXEMPTS	0	CONT BALANCE	51,779.84
PAY STEP				ANNUAL CONT	51,779.84	FICA ELIGIBLE	3
YRS FOR PAY		TAKE TRS FEE	1	STATE MIN FOUND	0.00	ACTUAL CONT DAYS	226
DEGREE LEVEL	0	TRS NON-STD CODE	1	NBR DAYS EMPLOYED	226	CONT MONTHS	24
TRS CLASS	T	TRS NON-STD RPT	1	LONGEVITY PAY	0.00	PAYOFF DATE	05/30/2021
TRS STATUS	1	TRS NON-STD ZER	1	ACCRUAL CODE			

LOCAL PAY 3,000.00 EMPLOYED DT 19920512 REEMPLOYED DT

Distributions

BUDGET CODES	AMOUNT	PERCENT	GRANT
19941612996C726099000	2,157.49	1.00000	

Supplemental Distribution

DAILY RATE	229.11
ABS RATE	28.64
HOURLY RATE	28.64
OVRTIME RATE	42.96

2020-2021

Eagle Pass Independent School District
Payroll Records

ANDER MAAL, GABRIELA — TITLE: DEPUTY SUPT SECY — STAFF ID: 0000 — HRS PER DAY: 8

2157.49

CAMPUS	726 1	PAY GRADE	006	PAY RATE	2,191.17		
DATE STEP	14	PAY CODE	2	ANNUAL PAYMENTS	24	✓	REMAINING PYMTS 2 24
YRS IN DIST	27 28	BEG CONT DATE	07/01/2019	WORK/COMP PYMTS	24	✓	UNEMPL ELIGIBLE Y
TOTAL YRS EXP	27 28	END CONT DATE	06/12/2020	NBR OF EXEMPTS	0	✓	MARITAL STATUS 51779.34
PAY STEP				ANNUAL CONT	51,779.84	✓	CONT BALANCE 4,382.36
YRS FOR PAY		TAKE TRS FEE	1	STATE MIN FOUND	0.00		FICA ELIGIBLE 3
DEGREE LEVEL	0	TRS NON-STD CODE	1	NBR DAYS EMPLOYED	226	✓	ACTUAL CONT DAYS 226
TRS CLASS	T	TRS NON-STD RPT	1	LONGEVITY PAY	0.00		CONT MONTHS 24
TRS STATUS	1	TRS NON-STD ZER	0	ACCRUAL CODE			PAYOFF DATE 06/30/2020 21

LOCAL PAY 3,000.00 ✓ EMPLOYED DT 19920512 REEMPLOYED DT

Election

Supplemental Distribution				DAILY RATE	229.11	✓
				ABS RATE	28.64	✓
				HOURLY RATE:	28.64	✓
				OVRTIME RATE:	42.96	✓

BUDGET CODES	AMOUNT	PERCENT	GRANT
9341612996C726099000	2,191.17	1.00000	

2157.49

RAS

Payroll Salary Increase Adjustment Form

Employee Name:	GABRIELA VAN DER MAAL	ID:	[REDACTED]
Position:	DEPUTY SUPT SECY	Campus:	726-1
Pay Period:	8/31/2020		

Reason for Adjustment:

TO REFLECT 2020-2021 SALARY INCREASE AS APPROVED BY SCHOOL BOARD OF TRUSTEES

CURRENT INFORMATION

Effective Date:	7/1/2020	No. of Days:	226	Daily Hours:	8	Contract Amount:	\$ 51,779.84
Pay Grade:	006	Daily Rate:	\$ 229.11	Hrly Rate:	\$ 28.64	O/T Rate:	\$ 42.96

SALARY INCREASE INFORMATION

Annual Increase:	\$ 1,301.76	Daily Increase:	\$ 5.76	Hourly Increase:	\$ 0.72
------------------	-------------	-----------------	---------	------------------	---------

New Daily Rate:	\$ 234.87	New Hourly Rate:	\$ 29.36	New Overtime Rate:	\$ 44.04
-----------------	-----------	------------------	----------	--------------------	----------

\$ 51,779.84	\$ 1,301.76	\$ 53,081.60
Contract Amount	Annual Increase	Total Contract Amount

\$ 2,157.49	x	3	07/15/2020 - 08/14/2020	=	\$ 6,472.47
-------------	---	---	-------------------------	---	-------------

Pay Rate		Payments	From- To		Contract Paid
----------	--	----------	----------	--	---------------

\$ -	x			=	\$ -
------	---	--	--	---	------

Pay Rate		Payments	From- To		Contract Paid
----------	--	----------	----------	--	---------------

Total Contract Paid: \$ 6,472.47

\$ 46,609.13	21	8/31/2020	6/30/2021	\$ 2,219.48
Contract Balance	No. of Payments	From	To	Semi Monthly Payments

Payroll Specialist and Payroll Supervisor must verify that employee is eligible for Fringe Benefits and completed their 2019-2020 Working Calendar

Prepared and Processed by:

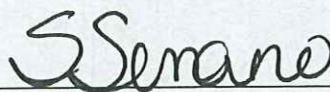


Payroll Specialist

8-12-2020

Date

Reviewed by:



Payroll Supervisor

8/12/20

Date

Approved by:

Payroll Director

Date

\$ 61.99 \$ 61.99

		Go		Log Off 8/13/2020 1:48:00 PM			
Main Menu		Employee Data Menu					
Pay Information Maintenance						WPR5321	
Save	Warnings	Emp Maint TRS	Pay Info 2	Dir Dep Data	Distribution Data	Deduction Data	Emp Pay Simulation

PAY INFORMATION UPDATED; 1 WARNING MESSAGES HAVE BEEN ISSUED.

Staff Information

Payroll: 5

Employee Number: SSN: Qualifier: Campus: 726 FINANCE DEPT.

Find

Prefix First Middle Last Gen

Name: GABRIELA VAN DER MAAL

Pay Status:

Pay Rate Code: Pay Rate: ✓

Regular Hours: Hours Per Day: ✓

Daily Rate: ✓ Absence Rate: ✓

Overtime Eligibility: Overtime Rate: ✓

Annual Contract: ✓ Contract Balance: ✓

Payoff Date: Contract Months:

Number of Days Employed: Actual Contract Days:

State Min Fund:

Payments

Annual Payments: Remaining Payments:

Work / Comp Payments: Rem Encumbrance Payments:

Unemployment Eligible: Accrual Code:

Marital Status: Number of Exemptions: IRS Lock-In Letter:

FICA Eligible: EIC Flag:

W-4 Information Year 2020

Filing Status: Multiple Jobs:

Credits

Number of Qualifying Children: Number of Other Dependents: Other:

Adjustments

Other Income: Deduct:

