



October 6, 2025

MEMORANDUM

TO: All G-PISD Employees
FROM: Central Administration
SUBJECT: One-Time Pay Increase for the 2025–2026 School Year

Background

We're excited to share that the Board of Trustees approved a \$2,500 one-time pay increase on June 16, 2025 for the 2025–2026 fiscal year as part of the annual budget. This action was a direct reflection of gratitude for your service to our students and community. The increase will be funded with a one-time use of applicable funds and is structured to comply with TRS creditable compensation rules.

This is not a “retention stipend” or bonus. It is a one-time pay increase that is treated as TRS-eligible compensation and must be earned based on service rendered.

Who is Eligible?

- **All TRS-eligible full-time and part-time employees** who work any portion of their 2025–2026 position work calendar are eligible.
- **Bus Drivers** are considered full-time employees and are eligible.
- **Bus Monitors** are considered part-time employees and are eligible.
- **Cafeteria Workers (3-hour employees)** are considered part-time employees and are eligible.
- **Temporary or seasonal employees** (such as substitutes or tutors) are **not eligible**.
- **Resident Teachers** are **not eligible**.
- **Student Workers** are **not eligible**.

How It Works (TRS Day-Rate Proration)

The one-time pay increase is accrued daily over your assigned (scheduled) 2025–2026 work calendar. The amount paid is based on your actual days worked.

Full-time employees: up to \$2,500 maximum (TRS-eligible).

- Daily rate (full-time) = $\$2,500 \div$ your total scheduled workdays in your position's calendar.
- Amount earned = Daily rate \times actual days worked.

Part-time employees: up to \$1,250 maximum (TRS-eligible).

- Daily rate (part-time) = $\$1,250 \div$ your total scheduled workdays in your position's calendar.
- Amount earned = Daily rate \times actual days worked.

Please note that federal taxes, TRS contributions, and any other applicable withholdings will be deducted as required.

Payment Timing

The one-time pay increase will be paid in two separate payroll runs (outside the regular monthly payroll):

- Run #1: November 18, 2025
- Run #2: May 18, 2026

Each installment is scheduled at \$1,250 for full-time employees (or \$625 for part-time employees). However, the final amounts are subject to adjustment:

- If an employee works fewer days than their full calendar, the installments will be prorated to reflect only the amount earned.
- Any adjustments needed will be reconciled in the final paycheck of the year or upon separation, based on the employee's actual days worked.

Clear Examples

Example A — Full-Year Employee (187-day calendar)

- Calendar: 187 days
- Daily rate: $\$2,500 \div 187 = \13.37
- Works all 187 days → earns \$2,500 total (paid \$1,250 in November, \$1,250 in May).

Example B — Employee Who Works Part of the Year (40 of 187 days)

- Calendar: 187 days
- Daily rate: $\$2,500 \div 187 = \13.37
- Works 40 days → earns \$534.80 total. If still employed at November run, they receive that amount then; if not, it is reconciled on final check.

Thank You

Your commitment, professionalism, and heart make a daily difference for our students.

If you have questions about your calendar, days-worked totals, or how your payment will be calculated, please contact Payroll or Human Resources.

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