



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax: 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Gina Ramirez, Executive Director-Human Resources
Subject: 2026-2027 Compensation Plan Hourly Interim Pay
Date: September 8, 2026

HISTORY: The Board of Trustees approved the 2026-2027 SEISD Compensation Plan on June 16, 2026, which included provisions governing compensation for employees serving in interim assignments. Following the plan's approval, the district identified a compensation scenario that was not addressed by the existing interim pay guidelines. Specifically, a paraprofessional employee was assigned to serve in the interim role of Supervisor of Support Services/Transportation. Under the current compensation plan, the interim pay calculation for a paraprofessional employee temporarily assigned to a higher-level position resulted in compensation below the minimum salary of the interim position's pay grade.

Special Assignment	
Professional employees (p/day)	Midpoint of Special Assignment Position
10% dual role within same or lower pay grade 15% dual role in higher pay grade	
Hourly employees	Midpoint of Special Assignment Position
10% dual role within same or lower pay grade 15% dual role in higher pay grade <i>*No less than the minimum daily rate of the Interim position.</i>	
All District hourly employees will be paid at their hourly rate for additional duties. Overtime will be paid, if applicable. District Teacher and Employee of the Year Incentive is a one-time payment for the contract year for district winners.	

RATIONALE: The revisions to the interim pay are administratively recommended to address the compensation gap for assigned duties, prevent future related scenarios, and ensure equitable compensation.

BUDGET IMPACT: The interim pay will impact the budget according to the reassignment roles of salary and the salary of the employee being reassigned.

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax: 915.872.3903

ADMINISTRATIVE RECOMMENDATION:

Administration recommends approval of the proposed hourly interim pay as reflected in the Districts 2026-2027 Compensation Plan.

For Approval? ☒ Yes ☐ No

If not, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☒ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

A Proud Community of Champions – Soaring to Excellence!