



# **WESTLAKE ACADEMY EMPLOYEE COMPENSATION PLAN**

**2025-2026**

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*Texas Constitution, Article III, Sections 44, 51, 53 – State agencies and institutions of higher education are not allowed to grant extra or additional compensation to a state officer or employee for services that have already been rendered.*

## Section 1: Pay Structure

### New Hire Schedule for Teachers, Librarians and Nurses

2025-2026 Salary Schedule Teachers, Librarians and Nurses (RN)										
Years of Experience	25-26 Daily Rate	BA 187-Day Annual Salary	MA 187-Day Annual Salary	Doctorate 187-Day Annual Salary	BA 197-Day Annual Salary	MA 197-Day Annual Salary	Doctorate 197-Day Annual Salary	BA 202-Day Annual Salary	MA 202-Day Annual Salary	Doctorate 202-Day Annual Salary
0	\$ 326.20	\$ 61,000	\$62,500	\$ 64,000	\$64,261	\$65,761	\$ 67,261	\$65,892	\$67,392	\$ 68,892
1	\$ 328.24	\$ 61,382	\$62,882	\$ 64,382	\$64,664	\$66,164	\$ 67,664	\$66,305	\$67,805	\$ 69,305
2	\$ 329.85	\$ 61,682	\$63,182	\$ 64,682	\$64,980	\$66,480	\$ 67,980	\$66,629	\$68,129	\$ 69,629
3	\$ 331.45	\$ 61,982	\$63,482	\$ 64,982	\$65,296	\$66,796	\$ 68,296	\$66,953	\$68,453	\$ 69,953
4	\$ 334.13	\$ 62,482	\$63,982	\$ 65,482	\$65,823	\$67,323	\$ 68,823	\$67,494	\$68,994	\$ 70,494
5	\$ 337.07	\$63,032	\$64,532	\$ 66,032	\$66,402	\$67,902	\$ 69,402	\$68,088	\$69,588	\$ 71,088
6	\$ 340.28	\$ 63,632	\$65,132	\$ 66,632	\$67,034	\$68,534	\$ 70,034	\$68,736	\$70,236	\$ 71,736
7	\$ 343.22	\$ 64,182	\$65,682	\$ 67,182	\$67,614	\$69,114	\$ 70,614	\$69,330	\$70,830	\$ 72,330
8	\$ 345.89	\$ 64,682	\$66,182	\$ 67,682	\$68,141	\$69,641	\$ 71,141	\$69,870	\$71,370	\$ 72,870
9	\$ 348.03	\$ 65,082	\$66,582	\$ 68,082	\$68,562	\$70,062	\$ 71,562	\$70,302	\$71,802	\$ 73,302
10	\$ 350.17	\$65,482	\$66,982	\$ 68,482	\$68,983	\$70,483	\$ 71,983	\$70,734	\$72,234	\$ 73,734
11	\$ 352.31	\$ 65,882	\$67,382	\$ 68,882	\$69,405	\$70,905	\$ 72,405	\$71,166	\$72,666	\$ 74,166
12	\$ 354.45	\$ 66,282	\$67,782	\$ 69,282	\$69,826	\$71,326	\$ 72,826	\$71,598	\$73,098	\$ 74,598
13	\$ 356.59	\$ 66,682	\$68,182	\$ 69,682	\$70,248	\$71,748	\$ 73,248	\$72,030	\$73,530	\$ 75,030
14	\$ 359.26	\$ 67,182	\$68,682	\$ 70,182	\$70,774	\$72,274	\$ 73,774	\$72,571	\$74,071	\$ 75,571
15	\$ 361.93	\$67,682	\$69,182	\$ 70,682	\$71,301	\$72,801	\$ 74,301	\$73,111	\$74,611	\$ 76,111
16	\$ 364.61	\$ 68,182	\$69,682	\$ 71,182	\$71,828	\$73,328	\$ 74,828	\$73,651	\$75,151	\$ 76,651
17	\$ 366.75	\$ 68,582	\$70,082	\$ 71,582	\$72,249	\$73,749	\$ 75,249	\$74,083	\$75,583	\$ 77,083
18	\$ 368.89	\$ 68,982	\$70,482	\$ 71,982	\$72,671	\$74,171	\$ 75,671	\$74,515	\$76,015	\$ 77,515
19	\$ 371.03	\$ 69,382	\$70,882	\$ 72,382	\$73,092	\$74,592	\$ 76,092	\$74,947	\$76,447	\$ 77,947
20	\$ 373.16	\$69,782	\$71,282	\$ 72,782	\$73,513	\$75,013	\$ 76,513	\$75,379	\$76,879	\$ 78,379
21	\$ 375.30	\$ 70,182	\$71,682	\$ 73,182	\$73,935	\$75,435	\$ 76,935	\$75,811	\$77,311	\$ 78,811
22	\$ 377.44	\$ 70,582	\$72,082	\$ 73,582	\$74,356	\$75,856	\$ 77,356	\$76,243	\$77,743	\$ 79,243
23	\$ 379.58	\$ 70,982	\$72,482	\$ 73,982	\$74,778	\$76,278	\$ 77,778	\$76,675	\$78,175	\$ 79,675
24	\$ 382.79	\$ 71,582	\$73,082	\$ 74,582	\$75,410	\$76,910	\$ 78,410	\$77,324	\$78,824	\$ 80,324
25	\$ 386.53	\$72,282	\$73,782	\$ 75,282	\$76,147	\$77,647	\$ 79,147	\$78,080	\$79,580	\$ 81,080
26	\$ 391.35	\$ 73,182	\$74,682	\$ 76,182	\$77,095	\$78,595	\$ 80,095	\$79,052	\$80,552	\$ 82,052
27	\$ 395.62	\$ 73,982	\$75,482	\$ 76,982	\$77,938	\$79,438	\$ 80,938	\$79,916	\$81,416	\$ 82,916
28	\$ 400.44	\$ 74,882	\$76,382	\$ 77,882	\$78,886	\$80,386	\$ 81,886	\$80,888	\$82,388	\$ 83,888
29	\$ 405.25	\$ 75,782	\$77,282	\$ 78,782	\$79,834	\$81,334	\$ 82,834	\$81,860	\$83,360	\$ 84,860
30	\$ 407.39	\$76,182	\$77,682	\$ 79,182	\$80,256	\$81,756	\$ 83,256	\$82,293	\$83,793	\$ 85,293

Approved positions exceeding 202 days will be compensated based on a daily rate commensurate with years of experience, multiplied by the number of days to be worked in the school year.

Salary based on conferred degree and TEA approved creditable years of service. This salary schedule is for the 2025-2026 school year only. This schedule is not a predictor of future compensation. Salary advancement is based on the annual pay raise budget approved by the Board of Trustees each year.

HR 06/17/2025

## New Hire Schedule for Counselors, Diagnostician and Speech Language Pathologists

2025-2026- Salary Schedule Counselors, Diagnosticians, and Speech Language Pathologists						
Years of Experience	MA Daily Rate	MA 187-Day Annual Salary	MA 193-Day Annual Salary	MA 197-Day Annual Salary	MA 202-Day Annual Salary	MA 207-Day Annual Salary
0	\$343.88	\$64,306	\$66,369	\$67,744	\$69,464	\$71,183
1	\$347.42	\$64,968	\$67,052	\$68,442	\$70,179	\$71,916
2	\$350.96	\$65,630	\$67,735	\$69,139	\$70,894	\$72,649
3	\$354.50	\$66,292	\$68,419	\$69,837	\$71,609	\$73,382
4	\$358.04	\$66,953	\$69,102	\$70,534	\$72,324	\$74,114
5	\$361.76	\$67,649	\$69,820	\$71,267	\$73,076	\$74,884
6	\$366.79	\$68,590	\$70,790	\$72,258	\$74,092	\$75,926
7	\$371.82	\$69,530	\$71,761	\$73,249	\$75,108	\$76,967
8	\$376.85	\$70,471	\$72,732	\$74,239	\$76,124	\$78,008
9	\$380.88	\$71,225	\$73,510	\$75,033	\$76,938	\$78,842
10	\$384.71	\$71,941	\$74,249	\$75,788	\$77,711	\$79,635
11	\$388.53	\$72,655	\$74,986	\$76,540	\$78,483	\$80,426
12	\$392.36	\$73,371	\$75,725	\$77,295	\$79,257	\$81,219
13	\$396.18	\$74,086	\$76,463	\$78,047	\$80,028	\$82,009
14	\$400.14	\$74,826	\$77,227	\$78,828	\$80,828	\$82,829
15	\$404.97	\$75,729	\$78,159	\$79,779	\$81,804	\$83,829
16	\$409.79	\$76,631	\$79,089	\$80,729	\$82,778	\$84,827
17	\$414.61	\$77,532	\$80,020	\$81,678	\$83,751	\$85,824
18	\$418.12	\$78,188	\$80,697	\$82,370	\$84,460	\$86,551
19	\$421.62	\$78,843	\$81,373	\$83,059	\$85,167	\$87,275
20	\$425.12	\$79,497	\$82,048	\$83,749	\$85,874	\$88,000
21	\$428.62	\$80,152	\$82,724	\$84,438	\$86,581	\$88,724
22	\$432.12	\$80,806	\$83,399	\$85,128	\$87,288	\$89,449
23	\$435.62	\$81,461	\$84,075	\$85,817	\$87,995	\$90,173
24	\$439.12	\$82,115	\$84,750	\$86,507	\$88,702	\$90,898
25	\$442.62	\$82,770	\$85,426	\$87,196	\$89,409	\$91,622
26	\$446.12	\$83,424	\$86,101	\$87,886	\$90,116	\$92,347
27	\$449.62	\$84,079	\$86,777	\$88,575	\$90,823	\$93,071
28	\$453.12	\$84,733	\$87,452	\$89,265	\$91,530	\$93,796
29	\$456.62	\$85,388	\$88,128	\$89,954	\$92,237	\$94,520
30+	\$460.12	\$86,042	\$88,803	\$90,644	\$92,944	\$95,245

*Counselor/Diagnostician/ SLP salary based on conferred degree and TEA approved creditable years of service.*

*This salary schedule is for the 2025-2026 school year only. This schedule is not a predictor of future compensation.*

*Salary advancement is based on the annual pay raise budget approved by the Board of Trustees each year.*

HR 06/17/2025

## 2025-2026 ADMINISTRATION SALARY SCHEDULE

Pay Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
1			Daily	\$274.40	\$336.14	\$397.88
	Administrator of Facility Operations	260				
			260 Days	71,344	87,396	103,449
2			Daily	\$364.77	\$437.11	\$509.00
	Special Programs Coordinator	202				
	College Counselor	207	202 Days	73,684	88,296	102,818
	Assistant Principal	212	207 Days	75,507	90,482	105,363
	Director of Accountability	226	212 Days	77,331	92,667	107,908
			226 Days	82,438	98,787	115,034
3			Daily	\$425.43	\$495.43	\$565.43
	Athletic Director	217				
	Director of Innovation	217	217 Days	92,318	107,508	122,698
	Primary School Principal	217				
4			Daily	\$475.43	\$545.43	\$615.43
	Middle School Principal	217				
			217 Days	103,168	118,358	133,548
5			Daily	\$500.43	\$570.43	\$640.43
	High School Principal	217				
			217 Days	108,593	123,783	138,973
6			Daily	\$518.67	\$606.12	\$693.57
	Director of Secondary Education	217				
			217 Days	112,551	131,528	150,505
7			Daily			
	Executive Director of WA Foundation	226	226 Days	Determined by WA Foundation Board		
8			Daily			
	Head of School	226	226 Days	Determined by the Board of Trustees		

This schedule is for the 2025-2026 school year only. This schedule is not a predictor of future compensation. Salary placement is based on annual pay raise budget approved by the Board of Trustees each year.

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## Paraprofessional and Operations Pay Plan

2025-2026 CLERICAL / PARAPROFESSIONAL SALARY SCHEDULE						
Pay Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
1	Classroom Paraprofessional (Special Education, P.E., Primary)	187	Daily	\$125.63	\$151.88	\$178.13
			Hourly 7.5	\$16.75	\$20.25	\$23.75
			187 Days	23,492	28,401	33,309
2	Administrative Assistant	190	Daily	\$140.00	\$167.60	\$195.20
			Hourly 8	\$17.50	\$20.95	\$24.40
			190 Days	26,600	31,844	37,088
3	Foundation Development Associate	197	Daily	\$154.00	\$185.60	\$217.20
			Hourly 8	\$19.25	\$23.20	\$27.15
	Assistant Registrar	221	197 Days	30,338	36,563	42,788
			221 Days	34,034	41,018	48,001

2025-2026 FACILITIES SALARY SCHEDULE						
Job Title	Calendars		Minimum	Midpoint	Maximum	
Facilities Technician	260	Daily	\$148.00	\$181.30	\$214.60	
		Hourly 8	\$18.50	\$22.66	\$26.83	
		260 Days	38,480	47,138	55,796	

2025-2026 INFORMATION TECHNOLOGY SALARY SCHEDULE						
Job Title	Calendars		Minimum	Midpoint	Maximum	
IT Coordinator	260	Daily	\$228.00	\$275.88	\$323.76	
		260 Days	59,280	71,729	84,178	

*This schedule is for the 2025-2026 school year only. This schedule is not a predictor of future compensation. Non-Exempt employees are paid at an hourly rate for actual hours worked. Salary placement is based on annual pay raise budget approved by the Board of Trustees each year.*

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## Section 2: Substitute Pay Schedule

2025-2026 SUBSTITUTE PAY SCHEDULE				
Education	Regular Rate	Consecutive Day Rate	Long-Term Rate (Teaching Positions Only)	Long-Term Rate - Day 45+ (Teaching Positions Only)
High School Diploma/Equivalent	\$100.00	\$110.00	N/A	N/A
30+ College Hours	\$100.00	\$110.00	N/A	N/A
College Degree (Bachelors or higher)	\$100.00	\$110.00	\$125	N/A
Texas Certified	\$100.00	\$110.00	\$125	*\$326.20

\*If the long-term assignment is fulfilling a vacant teaching position, then the daily rate of pay may increase to first-year teacher daily rate on day 45.

### Consecutive Work Status

Consecutive work status begins on the 11<sup>th</sup> consecutive day and is established by fulfilling half or full day assignments for teachers, paraprofessionals, and some Academy positions. The daily rate of pay will increase by \$10 and continue until there is a break in service, at which time the daily rate returns to the Regular Rate and the daily count reverts to Day 1.

### Long-Term Assignments

A long-term assignment is defined as any teaching assignment extending over 10 consecutive days for the same teacher. If the long-term assignment is scheduled in advance for longer than 10 consecutive days, then the long-term rate will begin on day 1 of each long-term assignment. If a teaching assignment starts as a regular assignment (less than 10 days) and is extended past ten days, then the long-term rate will begin on consecutive day 11 of the assignment. Paraprofessional (Aide) assignments do not qualify for Long-term Pay, but do qualify for the Consecutive Day Rate in a long-term position.

2025-2026 Paraprofessional Pay Rates		
Education	Regular Rate Days 1-10	Consecutive Day Rate
Front Office	\$100.00	\$110.00
Classroom Aide	\$100.00	\$110.00

*Paraprofessional (Aide) assignments do not qualify for Long-term Pay, but do qualify for the Consecutive Day Rate in a long-term position.*

*This salary schedule is for the 2025-2026 school year only. This schedule is not a predictor of future compensation. Rates are approved by the Board of Trustees each year.*

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### Section 3: Stipends and Extracurricular Duty Pay

A stipend is a fixed amount added to base pay to compensate employees for extra duties or special credentials. A stipend is typically paid out in equal payroll installments. Stipends are used to compensate for something above and beyond the standard job requirements, such as a special work assignment, supplemental duties, or special job credentials. Stipends are used to differentiate pay among employees who are paid on fixed pay scales such as teacher salary schedules.

***A stipend can only be paid to an exempt employee.*** A stipend cannot be paid to a non-exempt employee. A non-exempt employee must be paid for actual hours worked. Hours worked in excess of 40 hours a week must be paid at time and one-half.

The maximum number of stipends that a Professional employee may receive is **three (3) stipends per school year**. Any exception to this policy will be at the discretion of the Head of School.

#### Athletics Stipends

2025-2026 Athletic Stipend Schedule			
Sport	Position	Stipend Amount	
Football - HS	Head Coach / HS	\$	6,000.00
	Assistant / HS	\$	3,000.00
	Assistant / HS	\$	3,000.00
	Assistant / HS	\$	3,000.00
Football - JH	Assistant/JH-Coord.	\$	3,000.00
	Assistant / JH	\$	2,400.00
	Assistant / JH	\$	2,400.00
	Assistant / JH	\$	2,400.00
Basketball - Boys	Head Coach / HS	\$	5,000.00
	Assistant/JV	\$	3,000.00
	Assistant/HS 9	\$	3,000.00
Basketball - Boys - JH	Assistant/JH 8	\$	2,400.00
	Assistant/ JH 7	\$	2,400.00
Basketball - Girls	Head Coach / HS	\$	5,000.00
	Assistant/JV	\$	3,000.00
	Assistant/HS 9	\$	3,000.00
Basketball - Girls - JH	Assistant/JH 8	\$	2,400.00
	Assistant/JH 7	\$	2,400.00
Volleyball	Head Coach / HS	\$	5,000.00
	Assistant/JV	\$	3,000.00
	Assistant/HS 9	\$	3,000.00
Volleyball - JH	Assistant /JH 8	\$	2,400.00
	Assistant/JH 7	\$	2,400.00



Track - Boys	Head Coach / HS	\$	5,000.00
	Assistant/JV	\$	3,000.00
Track - Boys - JH	Assistant/JH 8	\$	2,400.00
	Assistant/JH 7	\$	2,400.00
Track - Girls	Head Coach / HS	\$	5,000.00
	Assistant/JV	\$	3,000.00
Track - Girls - JH	Assistant/JH 8	\$	2,400.00
	Assistant/JH 7	\$	2,400.00
Soccer - Boys	Head Coach / HS	\$	5,000.00
	Assistant/JV	\$	3,000.00
Soccer - Boys - JH	Assistant/JH 8	\$	2,400.00
	Assistant/JH 7	\$	2,400.00
Soccer - Girls	Head Coach / HS	\$	5,000.00
	Assistant/JV	\$	3,000.00
Soccer - Girls - JH	Assistant/JH 8	\$	2,400.00
	Assistant/JH 7	\$	2,400.00
Baseball	Head Coach / HS	\$	5,000.00
	Assistant/JV	\$	3,000.00
Softball	Head Coach / HS	\$	5,000.00
	Assistant/JV		
Cross Country	Head Coach / HS	\$	4,000.00
	Assistant/JH	\$	2,400.00
Golf	Head Coach / HS	\$	4,000.00
	Assistant/JH	\$	2,400.00
Tennis	Head Coach / HS	\$	4,000.00
	Assistant/JH	\$	2,400.00
Cheer / Dance	Head Coach / HS - Fall	\$	4,000.00
	Head Coach / HS - Winter	\$	4,000.00
	Assistant/JV	\$	3,000.00
	Assistant/JH	\$	2,400.00

This salary schedule is for the 2025-2026 school year only and is not a predictor of future compensation.  
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2025-2026 Academic/Co-Curricular Stipend Schedule			
		Stipend Amount	
Certification	Dyslexia - Scottish Rite	\$	2,000.00
Co-Curricular	International Student Leadership	\$	500.00
	Personal Project	\$	1,500.00
Communication	Yearbook	\$	2,000.00
Coordinator	DP	\$	6,000.00
	MYP	\$	6,000.00
	PYP	\$	6,000.00
	Service As Action - Coordinator	\$	1,500.00
	Service As Action - Supervisor	\$	1,000.00
	Creativity/Activity/Service (CAS) - Coordinator	\$	1,500.00
	Creativity/Activity/Service (CAS) - Supervisor	\$	750.00
	AP Exam	\$	2,000.00
Department Head	Arts and Wellness (Fine Arts & PE)	\$	1,500.00
	Humanities (Eng/I&S)	\$	1,500.00
	Foreign Lang (Lang B)	\$	1,500.00
	STEM (Science, Math, Design)	\$	1,500.00
Director	Assistant Athletic	\$	2,500.00
Fine Arts	Musicals, Talent Show, Concerts	\$	1,500.00
	Theatre	\$	3,000.00
National Honor Society	French	\$	500.00
	French	\$	500.00
	Spanish	\$	1,000.00
	NJHS	\$	1,500.00
	NHS	\$	1,500.00
	Mu Alpha Theta	\$	1,000.00
Student Council	Stipend #1	\$	2,000.00
	Stipend #2	\$	2,000.00
Team Lead	Grade 6	\$	500.00
	Grade 11 (Junior Class Sponsor)	\$	1,000.00
	Grade 12 (Senior Class Sponsor)	\$	3,000.00
Other	Vehicle Allowance	\$	2,500.00
	International	\$	9,000.00

*This stipend schedule is for the 2025-2026 school year only and is not a predictor of future compensation.*

*Rates are approved by the Board of Trustees each year.*

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## Section 4: Summer School and Supplemental Pay

2025-2026 Supplemental and Summer Pay Rates		
		Hourly Rate
School Year Positions	After School Detention	\$35.00
	After School Programs	\$35.00
	Athletics Bus Driving	\$25.00
	Extra Duty - (test proctor or other duties)	\$25.00
	Field Trip Bus Driving	\$25.00
	Homebound Teacher (not in current Teaching Position)	\$35.00
	Homebound Teacher (in current Teaching Position)	Daily Rate/8 hours
	Internal Coverage - Secondary (per class period)	\$25.00
	Internal Coverage - Primary (per class period)	\$12.50
	Saturday School Monitor	\$35.00
Summer Positions	Front Office (Current Admin. Assistant)	Regular Hourly Rate
	Front Office (Any other Employee)	\$17.50
	Jump Start (rising G6 students)	\$35.00

***All assignments must be requested through the Principals and approved by the Head of School in writing prior to work commencing .***

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*Funding for the above assignments must have been previously budgeted and approved, including summer positions.*

## Hiring Summer/Seasonal Employees

**The following steps must occur before seasonal/summer employees begin work:**

- Hiring officials must complete a Personnel Action Form (PAF) and submit it to Human Resources for both current Westlake Academy employees and non-Westlake Academy employees.
- All seasonal/summer applicants who are not current Westlake Academy employees must complete an online application.
- All seasonal/summer applicants must complete all required new hire paperwork before beginning work.
- Human Resources will notify both the applicant and the hiring official once the applicant has been cleared to begin.

***Westlake Academy complies with Senate Bill 9 (SB9), also known as the "Fingerprinting Bill."***

*Please contact Human Resources with any questions.*

## Section 5: Retiree Information – [Teacher Retirement System of Texas](#)

### Employment After Retirement (EAR)

*Please visit the TRS website for complete information regarding Employment after Retirement.*

#### **EAR Restrictions**

In general, a TRS retiree who works for a TRS-covered employer during a month will forfeit his or her annuity for that month unless the retiree or the retiree's employment qualifies for an exception.

#### **What Happens if My Employment Does Not Qualify for an Exception?**

Effective May 2021, a service retiree does not automatically forfeit his or her annuity if the service retiree's employment with a TRS-covered employer does not qualify for an EAR exception. Instead, service retirees are subject to a "three strikes" warning procedure before forfeiting their annuity payments.

This means if you exceed the EAR limits, you will first be notified of an EAR violation without loss of annuity. You will only receive a warning or "first strike." If you exceed the EAR limits again, after TRS issues your first strike warning, you will receive a second warning and be required to pay TRS what you earned for the month that you exceeded the EAR limits or the gross amount of your annuity payment for that month, whichever is less. This second warning and partial repayment requirement is your "second strike." If you exceed the EAR limits again, after receiving your second strike, that is your "third strike" and you will forfeit your full monthly annuity for each month that you exceeded the limits.

Each EAR notification will include the months the violations occurred as well as the amount owed for each strike, if applicable. Please keep in mind you will only receive a first and second strike once in your retirement. Your strikes do not reset each school year.

	First-Strike Period	Second-Strike Period	Third-Strike Period
<b>Months Included</b>	Includes month of issuance of 1 <sup>st</sup> warning and all months prior to 1 <sup>st</sup> warning issuance.	Includes months after the month of issuance of 1 <sup>st</sup> warning letter through the month of issuance of 2 <sup>nd</sup> warning.	Includes months after the month of issuance of 2 <sup>nd</sup> warning letter through the month of issuance of 3 <sup>rd</sup> warning.
<b>Collection</b>	None	For each month of EAR limits violation, retiree must pay either full annuity or dollars earned, whichever is less.	For each month of EAR limits violation, retiree must pay full annuity.

*Please note the three strikes warning procedure does not apply to disability retirees. Disability retirees are still subject to annuity forfeiture for all months that their employment does not qualify for an exception to the EAR restrictions applicable to disability retirees.*

## Service Retirement Before Jan. 1, 2021

Service retirees with an effective retirement date on or before Jan. 1, 2021 are not subject to the EAR restrictions. They may work up to full time for a TRS-covered employer without forfeiting their annuity.

Services retirees with an effective retirement date after Jan. 1, 2021 are subject to the EAR restrictions. They may only work for a TRS-covered employer without forfeiting their annuity if that work qualifies for an EAR exception.

Effective Retirement Date	One-Month Break in Service	Return to Work
Before Jan. 1, 2021	Required	No Restrictions
After Jan. 1, 2021	Required	Limits Apply

**Note:** See June 15 rule if your effective retirement date is May 31 and you work up to June 15.

Disability retirees are subject to the EAR restrictions regardless of their effective retirement date.

## EAR Exceptions for Service Retirees

A service retiree who retired after Jan. 1, 2021 cannot work for a TRS-covered employer without violating the EAR restrictions and beginning the three strikes process unless the retiree's work qualifies for an EAR exception. For this reason, it's important to know what EAR exceptions are available to you and what work qualifies for those exceptions. You must always have a one full, calendar-month break in service before you may return to work for a TRS-covered employer even if the work qualifies for an EAR exception.

### EAR Exceptions Available to Service Retirees:

- Substitute Employment
- One-Half Time or Less Employment
- Full-Time Employment (after a 12 full, consecutive-calendar-month break in service)
- Non-Profit Tutor Employment
- COVID-19 Surge Personnel Employment

## Surcharges

Surcharges are additional contributions that TRS-covered employers must pay to TRS for employing TRS retirees who retired after Sept. 1, 2005 and who work more than one-half time during a month. There are two types of surcharges: pension surcharges and health care surcharges. The amount of the pension surcharge is equal to the amount of both member and state contributions on the compensation paid. The health care surcharge only applies for employed retirees who are TRS-Care participants. The amount of the health care surcharge is determined by TRS. **Please keep in mind:** These amounts are owed by your employer, not you. Effective Sept. 1, 2021, surcharges may not directly or indirectly be passed on to you through payroll deduction, fees or other means designed to recover the cost.



## **June 15 Rule**

The June 15 rule allows a member to have a retirement date of May 31 if the member terminates his or her employment no later than June 15 in order to complete all work required for the school year. This option delays the start of your one full, calendar-month break in service. Therefore, you may not return to work from June 15 through July 31; otherwise, you will revoke your retirement. Additionally, if you plan to observe a 12 full, consecutive-calendar-month break in service, the first full month of the break is July. This means the 12-month break in service ends June 30 of the following calendar year.

## **Volunteering and Independent Contractor Services**

If you perform work as an independent contractor or volunteer for a TRS-covered employer during the first 12 consecutive-calendar months after your effective retirement date and that work would normally be done by an employee, you will be considered an employee instead of a volunteer or independent contractor. This means your work will be subject to the EAR restrictions. Therefore, if you're a service retiree who retired after Jan. 1, 2021 or a disability retiree, this could cause you to forfeit your annuity if your work does not qualify for an EAR exception. Furthermore, your work will restart your 12-month break in service required to be eligible for full-time employment without restrictions.

After the first 12 months following your retirement, you may volunteer or work as an independent contractor for a TRS-covered employer, without being subject to the EAR restrictions, if you meet all the legal requirements for volunteering or working as an independent contractor.

## **Working for a Third-Party Entity**

A third-party entity is an entity retained by a TRS-covered employer to provide personnel to the institution to perform duties or provide services that an employee of the institution would normally perform or provide. If a TRS retiree is employed by a third-party entity and the retiree performs services for or on behalf of a TRS-covered employer, the retiree will be considered employed in Texas public education for the purpose of EAR. This means the retiree's work for the third-party entity will be subject to the EAR restrictions. Any employment with a third-party entity will also restart a retiree's 12-month break in service required to be eligible for full-time employment without restrictions.

## Substitute (Retirement)

### Substitute

A substitute is a person who serves on a temporary basis in place of a current employee. You may work without any limit on the number of hours and days if:

- the position is not vacant;
- you are not paid more than the daily rate of pay established by the employer;
- and you do not perform any other type of work for a TRS-covered employer in the same calendar month.

You may work as a substitute in a vacant position for up to 20 days during a school year, but that position must not be vacant because you retired from it. If you continue to work in that vacant position beyond 20 days in a school year, then, on the 21<sup>st</sup> day, your work in that position will no longer be considered as substitute work and may be at risk of exceeding EAR limits.

Your work may also qualify as substitute work if you temporarily serve as a monitor for an in-person class while the classroom teacher temporarily instructs the class virtually.

Working any part of a day, as a substitute, counts as working a full day.

### Substitute + One-Half Time or Less

You may work as a substitute for one month and then work as much as one-half time or less the next month. However, if you work as a substitute and in a one-half time or less position in the same month, your combined work must not exceed 11 workdays in that calendar month. When determining the total number of days a retiree worked in the month, TRS-covered employers are required by law to report all days worked, even Saturdays and Sundays, and any paid leave. Working any part of a day counts as working a full day.

You will violate the EAR limits for any month you exceed 11 workdays allowed in the calendar month.

## Section 6: Calendars

### Instructional Calendar



# WESTLAKE ACADEMY

## 2025-2026 ACADEMIC CALENDAR

Last edited February 28, 2025



AUGUST 2025						
S	M	T	W	Th	F	Sa
			30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2025						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2025						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2026						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13*	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
S	M	T	W	Th	F	Sa
			1	2	3*	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2026						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### August

New Teacher Orientation  
All Teacher Orientation  
First Day of School

July 30-1  
4-13  
14

### December

Final Exams-Assessments  
Half Day Grades 6-12  
Secondary End of Q2  
Teacher PD Day (No School)  
Winter Break Begins

15-18  
17-18  
18  
19  
22

### April

Student/Teacher Holiday\*  
Teachers PD Day (No School)

3  
6

### September

Labor Day

1

### January

End of Winter Break  
Teacher PD Day (No School)  
Martin Luther King Jr. Day

2  
5  
19

### February

Teacher PD Day  
President's Day

13  
16

### October

Secondary End of Q1  
Teacher PD Day (No School)  
Columbus Day  
PYP Conferences (No Class in PYP)

9  
10  
13  
15

### November

Thanksgiving Break

24-28

### March

Secondary end of Q3  
Teacher PD Day (No School)\*  
Spring Break

12  
13  
16-20

### May

EOY Testing Window  
Last Day of School  
Commencement  
Memorial Day  
Teacher PD Day (No School)

4-22  
22  
23  
25  
26-27

	First Day of School
	Holiday/School Closed
	Teacher PD Day (No Classes)
	Late-Start Wednesday
	Testing Day
	No Classes (PYP Only)
	G6-12 Half Day
	Beginning/End of Quarter
	* Bad Weather Make-Up Day



## 2025-2026 Contract / Calendar Days Schedule

Position/Title	Number of Days	Start & End Dates	Notes
Teacher / Speech Language Pathologist	187	August 4, 2025 - May 27, 2026	
Classroom paraprofessional	187	August 4, 2025 - May 27, 2026	
Administrative Assistant – Front Office	190	July 31, 2025 – May 27, 2026	
Administrative Assistant – Attendance	190	August 4, 2025 – May 29, 2026	
Foundation Development Associate	197	July 31, 2025 – June 5, 2026	
Reading Specialist (Primary)	197	July 24, 2025 – May 29, 2026	
Librarian	197	July 24, 2025 – May 29, 2026	
Diagnostician	197	July 24, 2025 – May 29, 2026	
Coordinator - PYP/MYP/DP	202	July 21, 2025 – June 2, 2026	
Coordinator - Special Programs	202	July 21, 2025 – June 2, 2026	
Counselor – Primary / Secondary/College	207	July 16, 2025 – June 4, 2026	
Assistant Principal	212	July 16, 2025 – June 11, 2026	
Principal	217	July 14, 2025 – June 16, 2026	
Director of Innovation and Development	217	July 14, 2025 – June 16, 2026	
Athletic Director	217	July 14, 2025 – June 16, 2026	
Assistant Registrar	221	July 14, 2025 – June 22, 2026	
Head of School	226	July 14, 2025 – June 29, 2026	
WAF Executive Director	226	July 14, 2025 – June 29, 2026	
Director of Accountability	226	July 14, 2025 – June 29, 2026	
Facilities / Technology	260	July 1, 2025 – June 30, 2026	Municipal Holiday Schedule
Communications (Municipal)	260	July 1, 2025 – June 30, 2026	Municipal Holiday Schedule
			rev. 6/17/2025

# Payroll Biweekly Pay Distribution Schedule



## Westlake Academy 2025-2026 PAYROLL / HOLIDAY CALENDAR

Paydays

Holidays

Holiday/Payday

### August 2025

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### September 2025

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 - Holiday/School Closed

### October 2025

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13 - Holiday/School Closed

### November 2025

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

24-28 - Thanksgiving Break

### December 2025

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22-31 - Winter Break

### January 2026

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2 - Winter Break ; 19 - MLK Day

### February 2026

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

16 - Holiday/School Closed

### March 2026

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16-20 Spring Break

### April 2026

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### May 2026

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25 - Holiday/School Closed

### June 2026

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19 - Juneteenth (Town)

### July 2026

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 - Independence Day (Obs Town)