



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: April 25, 2012

SUBJECT: Discussion/Approval of Summer Work Schedule

RATIONALE/NEED: The Administrative Office staff is recommending working the four (4) day week this summer. The day will begin at 7:00 a.m. and end at 6:00 p.m. including one (1) hour for lunch. Administration Office staff were presented with three (3) options and the above summer work schedule received the majority of the votes.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Summer Work Schedule Results and Calendar

INITIATED BY: Teresa Flores, Executive Director

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: *Teresa Flores*



Hidalgo County Head Start Program

Summer Work Schedule Results

Departments	OPTION 1 Monday - Thursday 7:00 am - 5:00 pm Friday- 7:00 am-11:00 am	OPTION 2 Monday - Thursday 8:00 am - 6:00 pm Friday- 8:00 am- 12:00 N	OPTION 3 Monday - Thursday 7:00 am - 6:00 pm Friday - Off	TOTAL VOTES
Administration			8	8
Education			7	7
Family Services		1	4	5
Finance			6	6
Health/Mental Health			7	7
Maintenance/Warehouse/ Transportation			26	26
M.I.S.			4	4
Child Nutrition			4	4
Personnel-Risk M. (Human Resources)	1		6	7
Procurement			4	4
Special Services			4	4
Staff Development			2	2
Transition			2	2
TOTALS	1	1	84	86

JUNE 2012 – Option 3

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 27	May 28 HOLIDAY	May 29 7:00am-6:00pm	May 30 7:00am-6:00pm	May 31 7:00am-6:00pm	1 Pay Day Office Closed	2
3	4 1 st Cycle Begins 7:00am-6:00pm	5 7:00am-6:00pm	6 7:00am-6:00pm	7 7:00am-6:00pm	8 Office Closed	9
10	11 7:00am-6:00pm	12 7:00am-6:00pm	13 7:00am-6:00pm	14 7:00am-6:00pm	15 Pay Day Office Closed	16
17	18 2 nd Cycle Begins Office Closed	19 Office Closed	20 Office Closed	21 Office Closed	22 Office Closed	23
24	25 Office Closed	26 Office Closed	27 Office Closed	28 Office Closed	29 Pay Day Office Closed	30

JULY 2012 – Option 3

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Office Closed	3 Office Closed	4 HOLIDAY	5 Office Closed	6 Office Closed	7
8	9 Office Closed	10 1 st Cycle Returns 7:00am-6:00pm	11 7:00am-6:00pm	12 7:00am-6:00pm	13 Pay Day Office Closed	14
15	16 7:00am-6:00pm	17 7:00am-6:00pm	18 7:00am-6:00pm	19 7:00am-6:00pm	20 Office Closed	21
22	23 Regular Work Hours 8:00am-5:00pm	24 2 nd Cycle Returns ALL Staff Returns	25	26	27 Pay Day	28
29	30	31				