



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: April 17, 2013

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. The Administrative Office staff were presented with three (3) options to choose from and the above summer work schedule received the majority of the votes.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Voting Results and Summer Work 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 2012-2013 Results

DEPARTMENTS	OPTION 1 Monday – Thursday 7:00 a.m. – 5:00 pm Friday- 7:00 am-11:00 pm	OPTION 2 Monday – Thursday 7:00 a.m. – 6:00 pm Friday- Off	OPTION 1 Monday – Thursday 8:00 a.m. – 6:00 pm Friday- 8:00 am-12 Noon	TOTAL VOTES
Administration		7		7
Child Nutrition		5		5
Education		6		6
Family Services		4	1	5
Finance		4	1	5
Health/Mental Health		7		7
Human Resources		7		7
Maintenance/Warehouse/ Transportation		25		25
M.I.S.		4		4
Procurement		4		4
Special Services	4	0		4
Staff Development		2		2
Transition		2		2
TOTALS	4	77	2	83

June 2013- Option 2

Mon	Tue	Wed	Thu	Fri
May 27 Holiday Office Closed	May 28 7:00 am - 6:00 pm	May 29 7:00 am - 6:00 pm	May 30 7:00 am - 6:00 pm	May 31 Office Closed
3 1st Phase Begins 7:00 am - 6:00 pm	4 7:00 am - 6:00 pm	5 7:00 am - 6:00 pm	6 7:00 am - 6:00 pm	7 Office Closed
10 7:00 am - 6:00 pm	11 7:00 am - 6:00 pm	12 7:00 am-6:00 pm	13 7:00 am - 6:00 pm	14 Office Closed
17 2nd Phase Begins Office Closed	18 Office Closed	19 Office Closed	20 Office Closed	21 Office Closed
24 Office Closed	25 Office Closed	26 Office Closed	27 Office Closed	28 Office Closed

July 2013- Option 2

Mon	Tue	Wed	Thu	Fri
1 Office Closed	2 Office Closed	3 Office Closed	4 Holiday Office Closed	5 Office Closed
8 Office Closed	9 1st Phase Returns 7:00 am - 6:00 pm	10 7:00 am - 6:00 pm	11 7:00 am - 6:00 pm	12 Office Closed
15 7:00 am - 6:00 pm	16 7:00 am - 6:00 pm	17 7:00 am - 6:00 pm	18 7:00 am - 6:00 pm	19 Office Closed
22 7:00 am - 6:00 pm	23 2nd Phase Returns All Staff Returns 7:00 am - 6:00 pm	24 7:00 am - 6:00 pm	25 7:00 am - 6:00 pm	26 Office Closed
29 Return to Work 8:00 am-5:00 pm	30	31		