



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: April 15, 2015

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 2015 Results

Departments	<u>OPTION 1</u> Monday – Thursday 8:00 am – 6:00 pm Friday 8:00 am – 12 Noon (1 Hour Lunch)	<u>OPTION 2</u> Monday – Thursday 7:00 am – 6:00 pm Friday OFF (1 Hour Lunch)	<u>OPTION 3</u> Monday – Thursday 7:00 am – 5:00 pm Friday 7:00 am – 11:00 am (1 Hour Lunch)	TOTAL VOTES
Administration	1	6		7
Child Nutrition		4		4
Compliance		1		1
Education		6		6
Family Services		5		5
Finance		5		5
Health/Mental Health		6		6
Human Resources		7		7
Maintenance/Transportation/ Warehouse	2	20		22
M.I.S.		3		3
Procurement		3		3
Special Services		4		4
Staff Development		2		2
Transition		2		2
TOTALS	3	74		77

2015 Summer Work Schedule

OPTION 2

**Monday – Thursday
7:00 a.m. – 6:00 p.m.
Friday – Off**

JUNE 2015				
Mon	Tue	Wed	Thu	Fri
1 7:00-6:00	2 7:00-6:00	3 7:00-6:00	4 7:00-6:00	5 Off
8 1 st Phase Begins 7:00-6:00	9 7:00-6:00	10 7:00-6:00	11 7:00-6:00	12 Off
15 7:00-6:00	16 7:00-6:00	17 7:00-6:00	18 7:00-6:00	19 Off
22 2 nd Phase Begins Office Closed	23 Office Closed	24 Office Closed	25 Office Closed	26 Office Closed
29 Office Closed	30 Office Closed			

JULY 2015				
Mon	Tue	Wed	Thu	Fri
		1 Office Closed	2 Office Closed	3 Office Closed
6 Office Closed	7 Office Closed	8 Office Closed	9 Office Closed	10 Office Closed
13 Office Closed	14 1 st Phase Returns 7:00-6:00	15 7:00-6:00	16 7:00-6:00	17 Off
20 7:00-6:00	21 7:00-6:00	22 7:00-6:00	23 7:00-6:00	24 Off
27 Regular Work Schedule 8:00-5:00	28 2 nd Phase Returns 8:00-5:00	29 8:00-5:00	30 8:00-5:00	31 8:00-5:00

Policy Council Approval:
Commissioners' Court Approval: