



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: May 17, 2017

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 Schedule

INITIATED BY: Teresa Flores, Executive Director

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: 



Hidalgo County Head Start Program Summer Work Schedule 2017 Results

Administration Departments	# of Employees	OPTION 1 <i>Monday - Thursday 8:00 am - 6:00 pm Friday 8:00 am - 12 Noon</i>	OPTION 2 <i>Monday - Thursday 7:00 am - 6:00 pm Friday OFF</i>	OPTION 3 <i>Monday - Thursday 7:00 am - 5:00 pm Friday 7:00 am - 11:00 am</i>	TOTAL VOTES
Administration	7		5	2	7
Child Nutrition	5		5		5
Compliance	1		1		1
Community Partnerships/ Transition	2		2		2
Education/Mental Health/Staff Dev.	9		9		9
Family Services	5		5		5
Field Operations	17		16	1	17
Finance	5		5		5
Health Services	5	3	2		5
Human Resources	7		6 (1 No Preference)		7
M.I.S.	3		3		3
Procurement	3		3		3
Special Services	4		3	1	4
Warehouse	5		5		5
Totals	<u>78</u>	<u>3</u>	<u>70</u>	<u>4</u>	<u>77</u> (1 No Preference)

SUMMER WORK SCHEDULE – 2017

OPTION 2

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

JUNE 2017				
MON	TUES	WED	THU	FRI
			1 8:00-5:00	2 8:00-5:00
5 7:00-6:00	6 7:00-6:00	7 7:00-6:00	8 7:00-6:00	9 OFF
12 1st Begins 7:00-6:00	13 7:00-6:00	14 7:00-6:00	15 7:00-6:00	16 OFF
19 7:00-6:00	20 7:00-6:00	21 7:00-6:00	22 7:00-6:00	23 OFF
26 2nd Begins OFFICE CLOSED	27 OFFICE CLOSED	28 OFFICE CLOSED	29 OFFICE CLOSED	30 OFFICE CLOSED

JULY 2017				
MON	TUES	WED	THU	FRI
3 OFFICE CLOSED	4 HOLIDAY OFFICE CLOSED	5 OFFICE CLOSED	6 OFFICE CLOSED	7 OFFICE CLOSED
10 OFFICE CLOSED	11 OFFICE CLOSED	12 OFFICE CLOSED	13 OFFICE CLOSED	14 OFFICE CLOSED
17 OFFICE CLOSED	18 1st Returns 7:00-6:00	19 7:00-6:00	20 7:00-6:00	21 OFF
24 7:00-6:00	25 7:00-6:00	26 7:00-6:00	27 7:00-6:00	28 OFF
31 8:00-5:00	<u>AUGUST 1, 2017</u> 2nd Returns (All Staff Returns)			

Policy Council Approval: 00.00.17
 Commissioners' Court Approval: 00.00.17