



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: April 17, 2019

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 was 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

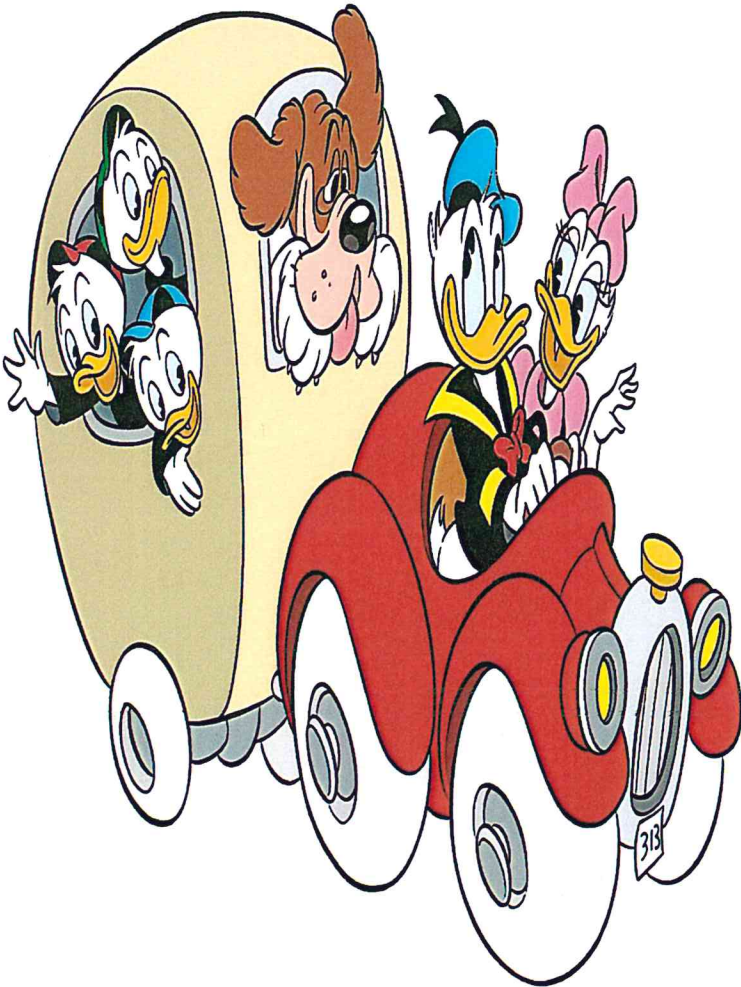
RELATED INFORMATION INCLUDES: Voting Results and Summer Work Schedule

INITIATED BY: Teresa Flores, Executive Director

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: *Teresa Flores*

Option 2



Monday – Thursday
7:00 am – 6:00 pm

Friday
Off

JUNE 2019				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10 *1 st Cycle Begins 7:00-6:00	11 7:00-6:00	12 7:00-6:00	13 7:00-6:00	14 Off
17 7:00-6:00	18 7:00-6:00	19 7:00-6:00	20 7:00-6:00	21 Off
24 *2 nd Cycle Begins Office Closed	25 Office Closed	26 Office Closed	27 Office Closed	28 Office Closed

JULY 2019				
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 Office Closed	10 Office Closed	11 Office Closed	12 Office Closed
15 Office Closed	16 *1 st Cycle Returns 7:00-6:00	17 7:00-6:00	18 7:00-6:00	19 Off
22 7:00-6:00	23 7:00-6:00	24 7:00-6:00	25 7:00-6:00	26 Off
29 Return 8:00-5:00	30 *2 nd Cycle Returns All Staff Returns	31		

AUGUST 2019				
Mon	Tue	Wed	Thu	Fri
			1	2
5 All Staff Mandated Pre-Service	6 All Staff Mandated Pre-Service	7 Pre-Service	8 Pre-Service	9 Pre-Service
12 Pre-Service	13 Pre-Service	14 Pre-Service	15 Pre-Service	16
19	20	21	22	23
26	27	28	29	30

Policy Council Approval: 00.00.19
Commissioners' Court Approval: 00.00.19



Hidalgo County Head Start Program 2018-2019 Summer Work Schedules Voting Results

Administration Departments	# of Employees	OPTION 1 <i>Monday – Thursday 7:00 am – 5:00 pm Friday 7:00 am – 11 am</i>	OPTION 2 <i>Monday – Thursday 7:00 am – 6:00 pm Friday Off</i>	OPTION 3 <i>Monday – Thursday 8:00 am – 6:00 pm Friday 8:00 am – 12 Noon</i>	TOTAL VOTES
Administration	7		5	2	7
Child Nutrition	4		4		4
Compliance	1		1		1
Community Partnerships/ Transition	2		2		2
Education/Mental Health/Staff Dev.	10		10		10
Family Services	5		5		5
Field Operations	15		15		15
Finance	5		3	2	5
Health Services	5		5		5
Human Resources	6		6		6
M.I.S.	4		4		4
Procurement	3		3		3
Special Services	4		4		4
Warehouse	5		5		5
Totals	76		72	4	76