



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: April 21, 2021

SUBJECT: Discussion/Approval of Summer Work Schedule

RATIONALE/NEED: The Administrative Office staff is recommending the following summer work schedule, working the four (4) day week (Monday - Thursday with Friday off). 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 polled 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: Work Schedule and Voting Results

INITIATED BY: Teresa Flores, Executive Director

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: *Teresa Flores*

2021 Summer 1 and 2 Work Schedule

JUNE 2021

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7 Summer 1 Begins 7:00-6:00	8 _____ 7:00-6:00	9 _____ 7:00-6:00	10 _____ 7:00-6:00	11 _____ OFF
14 _____ 7:00-6:00	15 _____ 7:00-6:00	16 _____ 7:00-6:00	17 _____ 7:00-6:00	18 _____ OFF
21 Summer 2 Begins Office Closed	22 _____ Office Closed	23 _____ Office Closed	24 _____ Office Closed	25 _____ Office Closed
28 _____ Office Closed	29 _____ Office Closed	30 _____ Office Closed		

JULY 2021

Mon	Tue	Wed	Thu	Fri
			1 _____ Office Closed	2 _____ Office Closed
5 Holiday Office Closed	6 _____ Office Closed	7 _____ Office Closed	8 _____ Office Closed	9 _____ Office Closed
12 _____ Office Closed	13 Summer 1 Returns 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 _____ Return 8:00-5:00	27 Summer 2 Returns	28	29	30

AUGUST 2021

Mon	Tue	Wed	Thu	Fri
2	3 ALL Field Staff Returns	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31	Field Staff Out June 7th – August 2nd ECISD & Edinburg H/S Staff Out – June 14th – Aug. 2nd ALL Field Staff Returns – August 3rd		

OPTION 2

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





Hidalgo County Head Start Program 2020-2021 Summer Work Schedule Voting Results Tally Sheet

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 am</i>	TOTAL VOTES
Administration	6		5	1	6
Child Nutrition	5		5		5
Compliance	1		1		1
Community Partnerships/ Transition	2		2		2
Education	9		9		9
Family Services	5		5		5
Field Operations & Warehouse	23		23		23
Finance	5	1	4		5
Health Services	5		5		5
Human Resources	8		8		8
Mental Health	2	1	1		2
M.I.S.	4		4		4
Procurement	3		3		3
Special Services	4		4		4
Totals	82	2	79	1	82