



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: April 20, 2022

SUBJECT: Discussion/Approval of Summer Work Schedule

RATIONALE/NEED: All staff working at the Administration Offices were presented the opportunity to work a modified schedule during June and July. Three (3) options were presented and staff voted on Option 2 which reflects working from 7:00 a.m. to 6:00 p.m. for four (4) days with one (1) hour for lunch.

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*



Hidalgo County Head Start Program 2022 Summer Work Schedule Voting Results

Administration Departments	# of Employees	<u>OPTION 1</u> <i>Monday – Thursday 7:00 am – 5:00 pm Friday 7:00 am – 11 Noon</i>	<u>OPTION 2</u> <i>Monday – Thursday 7:00 am – 6:00 pm Friday OFF</i>	<u>OPTION 3</u> <i>Monday – Thursday 8:00 am – 6:00 pm Friday 8:00 am – 12 Noon</i>	TOTAL VOTES
Administration	6		6		6
Child Nutrition	5		5		5
Compliance	1		1		1
Community Partnerships/ Transition	2		2		2
Education	8	1	7		8
Family Services	5		5		5
Field Operations, Warehouse & Transportation	19		19		19
Finance	5		3	2	5
Health Services	5		5		5
Human Resources	7		7		7
Mental Health	2		2		2
M.I.S.	4		4		4
Procurement	3		3		3
Special Services	4		4		4
Totals	76	1	73	2	76



Hidalgo County Head Start Program Summer Work Schedule 2022

OPTION 2

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

JUNE 2022				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6 1 st Summer Begins 7:00-6:00	7 7:00-6:00	8 7:00-6:00	9 7:00-6:00	10 OFF
13 7:00-6:00	14 7:00-6:00	15 7:00-6:00	16 7:00-6:00	17 OFF
20 2 nd Summer Begins Office Closed	21 Office Closed	22 Office Closed	23 Office Closed	24 Office Closed
27 Office Closed	28 Office Closed	29 Office Closed	30 Office Closed	

JULY 2022				
Mon	Tue	Wed	Thu	Fri
				1 Office Closed
4 Holiday Office Closed	5 Office Closed	6 Office Closed	7 Office Closed	8 Office Closed
11 Office Closed	12 1 st Summer Returns 7:00-6:00	13 7:00-6:00	14 7:00-6:00	15 OFF
18 7:00-6:00	19 7:00-6:00	20 7:00-6:00	21 7:00-6:00	22 OFF
25 Regular Work Schedule 8:00-5:00	26 2 nd Phase Returns	27	28	29