



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: April 19, 2023

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 3 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

INITIATED BY: Irma E. Pena, Executive Director

REVIEWED BY: Irma E. Pena, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL:



Hidalgo County Head Start Program 2022-2023 Summer Work Schedule Voting Results Tally Sheet

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 8:00 am – 6:00 pm Friday 8:00 am – 12 Noon</i>	OPTION 3 <i>Monday – Thursday 7:00 am – 6:00 pm Friday OFF</i>	TOTAL VOTES
Administration	6			6	6
Child Nutrition	5	3		2	5
Compliance	1			1	1
Community Partnerships/ Transition	2			2	2
Education	7			7	7
Family Services	4			4	4
Field Operations & Warehouse	20		1	19	20
Finance	5		2	3	5
Health Services	5		2	3	5
Human Resources	7			7	7
Mental Health	3			3	3
M.I.S.	5			5	5
Procurement	3			3	3
Special Services	3			3	3
Totals	76	3	5	68	76