



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: April 24, 2024

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 the staff voted for Option 2 which reflects working a four (4) day week from 7:00 a.m. to 6:00 p.m. with Friday off and a one (1) hour for lunch.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Voting Results and Summer Work Schedule

INITIATED BY: Irma E. Pena, Executive Director

REVIEWED BY: Irma E. Pena, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: 



Hidalgo County Head Start Program 2023 - 2024 Summer Work Schedule Voting Results

Departments	# of Department 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 – 5:00 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	8		8		8
Child Nutrition	4		4		4
Compliance/ PreK Collaboration	3		3		3
Community P./ Transition	2		2		2
Disability Services/ Mental Health	7	1	5	1	7
Education	10		10		10
Family Services	5		5		5
Field Operations/ Transportation	13		13		13
Finance	4		4		4
Health Services	5		5		5
Human Resources	6		6		6
M.I.S.	6		6		6
Procurement/ Warehouse	6		6		6
Staff Development	2		2		2
<u>Totals</u>	<u>81</u>	<u>1</u>	<u>79</u>	<u>1</u>	<u>81</u>



Hidalgo County Head Start Program Summer Work Schedule 2024

OPTION 2

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

JUNE 2024				
Mon	Tue	Wed	Thu	Fri
May 27 HOLIDAY	May 28	May 29	May 30	May 31
3	4	5	6	7 Staff Assembly Last Day-School
10 1st Summer Begins/Summer Hours 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 2nd Summer Begins Office Closed	25 Office Closed	26 Office Closed	27 Office Closed	28 Office Closed

JULY 2024				
Mon	Tue	Wed	Thu	Fri
1 Office Closed	2 Office Closed	3 Office Closed	4 Office Closed	5 Office Closed
8 Office Closed	9 Office Closed	10 Office Closed	11 Office Closed	12 1st Summer Ends Office Closed
15 1st Summer Returns 7:00-6:00	16 7:00-6:00	17 7:00-6:00	18 7:00-6:00	19 Office Closed
22 7:00-6:00	23 7:00-6:00	24 7:00-6:00	25 7:00-6:00	26 2nd Summer Ends Office Closed
29 2nd Summer Returns 8:00 -5:00	30	31		

Policy Council Approval: 00.00.2024

Commissioners Court Approval: 00.00.2024