

**AGENDA ITEM  
BOARD OF TRUSTEES  
AGENDA**

<input type="checkbox"/> <b>Workshop</b>	<input checked="" type="checkbox"/> <b>Regular</b>	<input type="checkbox"/> <b>Special</b>
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- (A)  **Report Only**  **Recognition**

**Presenter(s):**

**Briefly describe the subject of the report or recognition presentation.**

- (B)  **Action Item**

**GILBERTO GONZALEZ, SUPERINTENDENT**

**Presenter(s): JESUS ARTURO COSTILLA, EXEC. DIRECTOR OF HUMAN RESOURCES**

**Briefly describe the action required.**

CONSIDER AND TAKE APPROPRIATE ACTION ON THE REQUEST TO APPROVE THE SUMMER WORK SCHEDULE FOR THE DISTRICT SERVICE CENTER STAFF AND THE CAMPUS ADMINISTRATIVE STAFF FOR THE MONTHS OF JUNE, JULY AND AUGUST.

- (C) **Funding source: Identify the source of funds if any are required.**

- (D) **Clarification: Explain any questions or issues that might be raised regarding this item.**



# EAGLE PASS INDEPENDENT SCHOOL DISTRICT

TO: Lupita Fuentes, Eagle Pass ISD Board President & Board Members

FROM: Gilberto Gonzalez, Superintendent of Schools

DATE: March 29, 2018

SUBJECT: Recommendation on the 2018 Summer Work Schedule

On March 19, 2018 a Summer Work Schedule ballot with 7 options was given to the DSC and Campus Administrative Staff for voting purposes. Based on the final tally which reflects Option 1 as the winner, I am recommending Option 1 for School Board approval as follows:

Schedule starts on Tuesday, June 12, 2018 and ends on Monday, August 6, 2018

Tuesday through Monday 7:30 a.m. – 5:30 p.m. with ½ hour for lunch <b>(Friday Off)</b>	
District Service Center 38 hour summer work week <b>(Employees working 40 hour regular work week)</b>	
Campuses 37 ½ hour summer work week* <b>(Employees working 37 ½ hour regular work week)</b> *(Dismissal time on Thursday - 5:00 p.m.)	

The leave schedule for exempt (salaried) employees will be:

Consecutive Days Absent	½	1	1 ½	2	2 ½	3	3 ½	4
Time Docked	½	1	1 ½	2	2 ½	3 ½	4	4 ½

Leave shall be recorded in 15 minute increments for non-exempt (hourly) employees based on leave used.

Supervisors will ascertain that the working hours are adhered to without exception. Maintenance Department will be included in the summer schedule; a skeleton crew will be assigned for Fridays using a flex schedule. \* Except for employees working on special projects (TRE & Austin Elementary) or as applicable.

***The Summer Schedule will apply to school district employees as determined by the Superintendent.***

**2018 SUMMER WORKING HOURS  
VOTING TOTALS**

<b>Campus Name</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Option 4</b>	<b>Option 5</b>	<b>Option 6</b>	<b>Option 7</b>
121-Armando Cerna	5						0
111-Benavides	6						
112-ECC	5						
105-Glass	6						
104-Graves	7						
118-HB Gonzalez	6						
119-Kennedy Hall	6						
107-Kirchner	3						
103-LDC	6						
120-Liberty	4						
122-Perfecto Mancha	5						
117-Pete Gallego	6						
102-Ray Darr	5						
106-Robert E Lee	5						
110-Rosita Valley	6						
116-RVLA	5						
115-Sam Houston	6						
109-San Luis	6						
113-Seco Mines							
004-CC Winn	4					2	
001-EPHS	19		1				
041-EPJH	10	1					
042-Memorial	21	1					
003-DAEP	4					1	
701-Superintendent	2						
726-B&F	29	3	2				
727-Human Resources	8		1				
728-Purchasing	3				1		
729-District Operations	4						
730-PEIMS	3						
800-Federal Programs	6				1	6	
801-C&I	7		1				
803/812-Inst. Tech/Textbook	2	1				3	
804-Bilingual	2						
809-Athletics	23						
810-Transportation							
811-Maintenance	4			1		3	
814-Health Services							
815-CTE	3						
816-Food Service	11				1		
817-Technology	15						
819-Police	2						
821-Day Care	6						
822-Instructional Svcs	3						
825-Special Ed	4						
<b>TOTAL</b>	<b>293</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>15</b>	

**TO:** DSC, Multiplex, De Luna, SAC and Campus Staff as applicable  
**FROM:** Jesus Arturo Costilla, Executive Director for Human Resources  
**DATE:** March 19, 2018  
**SUBJECT:** 2018 Summer Calendar Options

**OPTIONS: Effective Tuesday, June 12, 2018 - Monday, August 6, 2018.**

<b>OPTION 1</b>	<b>OPTION 2</b>	<b>OPTION 3</b>
<b>Tues-Mon*</b> 7:30 am – 5:30 pm (working hrs.) <b>Lunch</b> Noon – 12:30 pm (1/2 hr lunch) (38 hour work week) <b>*Friday Off</b> <input type="checkbox"/>	<b>Tues-Mon*</b> 7:15 am – 5:30 pm (working hrs.) <b>Lunch</b> Noon – 12:45 pm (45 min lunch) (38 hour work week) <b>*Friday Off</b> <input type="checkbox"/>	<b>Tues-Mon*</b> 7:30 am – 5:45 pm (working hrs.) <b>Lunch</b> Noon – 12:45 pm (45 min lunch) (38 hour work week) <b>*Friday Off</b> <input type="checkbox"/>
<b>OPTION 4</b>	<b>OPTION 5</b>	<b>OPTION 6</b>
<b>Tues-Mon*</b> 7:15 am – 5:45 pm (working hrs.) <b>Lunch</b> Noon – 1:00 pm (1 hr lunch) (38 hour work week) <b>*Friday Off</b> <input type="checkbox"/>	<b>Tues-Mon*</b> 7:30 am – 6:00 pm (working hrs.) <b>Lunch</b> Noon – 1:00 pm (1 hr lunch) (38 hour work week) <b>*Friday Off</b> <input type="checkbox"/>	<b>Tues-Mon*</b> 7:00 am – 5:30 pm (working hrs.) <b>Lunch</b> Noon – 1:00 pm (1 hr lunch) (38 hour work week) <b>*Friday Off</b> <input type="checkbox"/>
<b>OPTION 7</b>		
<b>Tues-Mon*</b> 8:00 am – 5:00 pm (working hrs.) <b>Lunch</b> Noon – 1:00 pm (1 hr lunch) (40 hour work week) <b>*Friday working day</b> <input type="checkbox"/>		

The leave schedule for exempt (salaried) employees will be:

Consecutive Days Absent	½	1	1 ½	2	2 ½	3	3 ½	4
Time Docked	½	1	1 ½	2	2 ½	3 ½	4	4 ½

Leave shall be recorded in 15 minute increments for non-exempt (hourly) employees based on leave used.

This will apply only to 11 and 12 month employees as determined by the Superintendent.

1. All custodial, warehouse, textbook and print shop staff are included in the summer schedule.
2. All schools will be closed on Fridays. (Excluding Summer School Programs)
3. Campus Principals will arrange work schedules as per campus needs.
4. Maintenance Department will be included in the summer schedule; a skeleton crew will be assigned for Fridays using a flex schedule. \* Except for employees working on special projects (TRE & Austin Elementary) or as applicable.

Signature \_\_\_\_\_

Department: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Return this form to the Human Resources Office no later than Thursday, March 22, 2018**