

**AGENDA ITEM
BOARD OF TRUSTEES
AGENDA**

<input type="checkbox"/> Workshop	<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Special
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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: May 10, 2016
 SUBJECT: Recommendation on the 2016 Summer Work Schedule

On April 1, 2016 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 was the winner, I am recommending Option 1 for School Board approval as follows:

Schedule starts on Tuesday, June 7, 2016 and ends on Monday, August 1, 2016

Tuesday through Monday 7:30 a.m. – 5:30 p.m. with ½ hour for lunch
(Friday Off)

District Service Center
 38 hour summer work week
(Employees working 40 hours regular work week)

Campuses
 37 ½ hour summer work week*
(Employees working 37 ½ hours regular work week)
 *(Dismissal time on Thursday – 5:00 p.m.)

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

Days Absent	½	1	1 ½	2	2 ½	3	3 ½	4
Time Docked	½	1 ½	2	2 ½	3	4	4 ½	5

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.

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

DEPARTMENTS	Opt. 1	Opt. 2	Opt. 3	Opt. 4	Opt. 5	Opt. 6	Opt. 7
Benavides	6						
Cerna	6						
Darr	4	1					
ECC	5						
Gallego	0						
Glass	5						
Gonzalez	6						
Graves	6						
Kennedy	6						
Kirchner	3						
LDC	6						
Lee	3						
Liberty	6						
Mancha	6						
Rosita Valley	6						
RVLA	6						
Sam Houston	6						
San Luis	6						
Seco Mines	5						
CC Winn High	6						
Eagle Pass Jr. High	6	1				3	
Eagle Pass High	14		2			14	
Memorial Jr. High	11					6	1
DAEP	3						
DSC	47		6		4	1	
Tax Office	4						
Purchasing	2				2		
District Operations	3						
PEIMS	1		2				
Instructional Technology	2						
Warehouse	0						
Maintenance	27					15	
Athletic Department	22						1
Transportation	3						
Textbook	1	1				1	2
Health Services	3						
CATE	3						
Food Service	7						
Technology	0						
Police Dept	1						1
Print Shop	0						
Day Care	7						
Sp. Ed.	3					1	
TOTALS	273	3	10	0	6	41	5

TO: DSC, Multiplex, De Luna, SAC and Campus Staff as applicable
FROM: Jesus Arturo Costilla, Executive Director for Human Resources
DATE: April 1, 2016
SUBJECT: Summer Calendar Options

OPTIONS: Effective Tuesday, June 07, 2016 – Monday, August 1, 2016.

OPTION 1	OPTION 2	OPTION 3
Tues. - Mon.* 7:30 am - 5:30 pm (working hrs.) Lunch Noon - 12:30 pm (½ hr. lunch) (38 hour work week) *Friday Off <input type="checkbox"/>	Tues. - Mon.* 7:15 am - 5:30 pm (working hrs.) Lunch Noon - 12:45 pm (45 min. lunch) (38 hour work week) *Friday Off <input type="checkbox"/>	Tues. - Mon.* 7:30 am - 5:45 pm (working hrs.) Lunch Noon - 12:45 pm (45 min. lunch) (38 hour work week) *Friday Off <input type="checkbox"/>
OPTION 4	OPTION 5	OPTION 6
Tues. - Mon.* 7:15 am - 5:45 pm (working hrs.) Lunch Noon - 1:00 pm (1 hr. lunch) (38 hour work week) *Friday Off <input type="checkbox"/>	Tues. - Mon.* 7:30 am - 6:00 pm (working hrs.) Lunch Noon - 1:00 pm (1 hr. lunch) (38 hour work week) *Friday Off <input type="checkbox"/>	Tues. - Mon.* 7:00am - 5:30 pm (working hrs.) Lunch Noon - 1:00 pm (1 hr. lunch) (38 hour work week) *Friday Off <input type="checkbox"/>
OPTION 7		
Tues. - Mon.* 8:00 am - 5:00 pm (working hrs.) Lunch Noon - 1:00 pm (1 hr. lunch) (40 hour work week) *Friday working day <input type="checkbox"/>		

The following is the leave schedule for exempt (salaried) employees:

Days Absent	½	1	1 ½	2	2 ½	3	3 ½	4
Time Docked	½	1 ½	2	2 ½	3	4	4 ½	5

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 (i.e. those that work 217, 220, 226 & 238 days as applicable). All personnel working summer supplemental programs and Tax Office are excluded from this schedule. Tax Office and Central Receiving Warehouse will remain open from Monday through Friday. Transportation Department must follow the Summer School Schedule.

1. All Custodians and Textbook 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.

Signature _____

Department: _____

Employee Name: _____

Date: _____

Return this form to the Human Resources Office no later than Thursday, April 7, 2016.