

**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**

**SAMUEL MIJARES, 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 MAY, 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:** Deputy Superintendents, Executive Directors, Directors, and Principals  
**FROM:** Samuel Mijares, Superintendent *SM*  
**DATE:** April 15, 2026  
**SUBJECT:** **2026 Energy Savings Summer Work Schedule**  
**Monday, May 25, 2026 - Friday, August 7, 2026**

Please be informed that due to the *Energy Saving Measures*, the *2026 Summer Work Schedule* will begin Monday, May 25, 2026 and end Friday, August 7, 2026. **Employees will continue to work summer schedule hours on Friday, August 7, 2026.** The *2026 Summer Work Schedule* (excludes employees on 187 work days) is as follows:

**District-Wide: Office Staff**

**Athletics, Campuses, Day Care, De Luna Center,  
District Service Center, Health Services, Multiplex, Police Dept., and Food Service  
24 Hours per Week (Friday Off)**

Monday to Thursday - 8:00 am to 3:00 pm with one (1) hour for lunch

**District-Wide: Other Staff**

**Custodians, Food Service Warehouse, Police Dept., Printshop  
Maintenance, Text Books, Warehouse and Tax Office  
32 Hours per Week (Employees Alternate Friday/Monday off)**

Monday to Friday - 8:00 am to 5:00 pm with one (1) hour for lunch

**Please be reminded:** Employees may work a flex schedule as approved by the Supervisor.

**District-Wide: Summer School Program Staff**

**Employees who are hired to work the summer school program are excluded from the summer flex work schedule.**

Campus custodians will not work the summer school program schedule. Custodians will be working the summer flex work schedule of 32 hours per week.

**Overtime calculation for non-exempt (hourly) employees:** hours worked in **excess** of the scheduled *Work Schedule* will be paid at the rate of one and a half times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for actual time worked over 40 hours in a week shall be calculated and paid according to law. **Please be reminded that non-exempt (hourly) employees are required to clock-in/out, this includes their lunch period.**

**Superintendent may approve exceptions/revisions to the above work schedules.**



**Professional Employees working 24 to 32 hours per week**

Leave for exempt (salaried) employees will be recorded as follows:

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

Leave for non-exempt (hourly) employees shall be recorded as follows:

**Leave shall be recorded in 15-minute increments based on amount of leave used.**

xc: Payroll Department