

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: April 4, 2017

SUBJECT: Recommendation on the 2017 Summer Work Schedule

On March 24, 2017 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 06, 2017 and ends on Monday, August 7, 2017

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	0	0	0	0	0	0
Cerna	6	0	0	0	0	0	0
Darr	6	0	0	0	0	0	0
ECC	6	0	0	0	0	0	0
Gallego	5	0	0	0	0	0	0
Glass	6	0	0	0	0	0	0
Gonzalez	6	0	0	0	0	0	0
Graves	5	0	0	0	0	0	0
Kennedy	6	0	0	0	0	0	0
Kirchner	3	0	0	0	0	0	0
LDC	6	0	0	0	0	0	0
Lee	6	0	0	0	0	0	0
Liberty	7	0	0	0	0	0	0
Mancha	4	0	0	0	0	0	0
Rosita Valley	6	0	0	0	0	0	0
RVLA	6	0	0	0	0	0	0
Sam Houston	6	0	0	0	0	0	0
San Luis	6	0	0	0	0	0	0
Seco Mines	5	0	0	0	0	0	0
CC Winn High	11	0	0	0	0	4	0
Eagle Pass Jr. High	10	1	0	0	0	0	0
Eagle Pass High	14	1	0	3	0	0	0
Memorial Jr. High	15	1	0	0	0	3	0
DAEP	5	0	0	0	0	0	0
DSC	42	2	4	0	1	0	0
Tax Office	4	0	0	0	0	0	0
Purchasing	0	0	0	0	2	1	0
District Operations	4	0	0	0	0	0	0
PEIMS	3	0	0	0	0	0	0
Instructional Services	3	0	0	0	0	0	0
Instructional Technology	2	0	0	0	0	0	0
Athletic Department	23	0	0	0	0	0	0
Textbook	6	0	0	0	0	0	0
CATE	3	0	0	0	0	0	0
Food Service	7	0	0	0	0	7	1
Technology	11	1	2	0	0	4	0
Staff Development/Parent Center	6	0	0	0	0	1	0
Police Dept	2	0	0	0	0	0	0
Day Care	6	0	0	0	0	0	0
Sp. Ed.	4	0	0	0	0	0	0
TOTALS	288	6	6	3	3	20	1

REVISED

TO: DSC, Multiplex, De Luna, SAC and Campus Staff as applicable

FROM: Jesus Arturo Costilla, Executive Director for Human Resources

DATE: March 24, 2017

SUBJECT: 2017 Summer Calendar Options

OPTIONS: Effective Tuesday, June 6, 2017 - Monday, August 7, 2017.

OPTION 1	OPTION 2	OPTION 3
Tues-Mon* 7:30 am – 5:30 pm (working hrs.) Lunch Noon – 12:30 pm (1 1/2 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 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"/>	OPTION 5 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"/>	OPTION 6 Tues-Mon* 7:00 am – 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 leave schedule for exempt (salaried) employees will be:

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

Signature _____

Department: _____

Employee Name: _____

Date: _____

Return this form to the Human Resources Office no later than Wednesday, March 29, 2017