

**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**

**Presenter(s):** GILBERTO GONZALEZ, SUPERINTENDENT OF SCHOOLS  
 JESUS ARTURO COSTILLA, EXECUTIVE DIRECTOR FOR 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:** Ignacio J. Saucedo, Eagle Pass ISD Board President & Board Members  
**FROM:** Gilberto Gonzalez, Superintendent of Schools *[Signature]*  
**DATE:** April 30, 2014  
**SUBJECT:** Recommendation on the 2014 Summer Work Schedule

On March 31, 2014 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 begins on Tuesday, June 10, 2014 and ends on Monday, August 4, 2014.

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 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.

Supervisors will ascertain that the working hours are adhered to without exception.

Tax Office and Central Receiving Warehouse will remain open from Monday through Friday.  
Transportation Department must follow the Summer School Schedule.

[illegible]



*Marked for Excellence*

# EAGLE PASS INDEPENDENT SCHOOL DISTRICT

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

**FROM:** Jesus Arturo Costilla, Executive Director for Human Resources

**DATE:** March 31, 2014

**SUBJECT:** Summer Calendar Options

**OPTIONS:** Effective Tuesday, June 10, 2014 – Monday, August 4, 2014.

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

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 Friday, April 4, 2014.**



# EAGLE PASS INDEPENDENT SCHOOL DISTRICT

GILBERTO GONZALEZ, SUPERINTENDENT OF SCHOOLS

## MEMORANDUM

To: All DSC Staff and Campus Administrative Staff

From: Gilberto Gonzalez  
Superintendent of Schools

Subject: 2014 Summer Work Schedule

DATE: May 14, 2014

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Please be advised that since our summer schedule allows us to be off on Fridays and being that Friday, July 4, 2014 is a Holiday, employees will not have to report to work on Monday, July 7, 2014.

Should you have any questions, please contact the Human Resources Department or Payroll Department.

GG/hm