

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**

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

DATE: April 16, 2024

**SUBJECT: 2024 Energy Savings Summer Work Schedule
Tuesday, May 28, 2024 - Friday, August 2, 2024**

Please be informed that due to the *Energy Saving Measures*, the *2024 Summer Work Schedule* will begin Tuesday, May 28, 2024 and ends Friday, August 2, 2024 as follows:

District-Wide: Office Staff

**Athletics, Campuses, Day Care, De Luna Center,
District Service Center, Health Services, Multiplex, Police Dept., and Food Service
26 Hours per Week (Friday Off)
Monday to Thursday - 8:00 am to 3:30 pm with one (1) hour for lunch**

District-Wide: Summer School Staff

Employees working the summer school program are excluded from this schedule.

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 be allowed to work a flex schedule as approved by the Supervisor.

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.

Employees working 26 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	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.

Employees working 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	1 1/2	2	2 1/2	3	3 1/2	4

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