



Human Resources Department

TO: All Employees

FROM: The Human Resources Department

SUBJECT: SUMMER WORK SCHEDULE

DATE: May 21, 2020

Dear EISD Team,

Thank you for your continuous hard work throughout this school year!

As summer approaches, we want to make you aware that EISD will again implement a summer four-day work schedule at Central Office and participating schools/departments for summer 2020.

Most departments will be closed on Fridays during the four-day work schedule, which begins on **Monday, June 1, 2020** and ends on **Friday, July 3, 2020**. The district will return to its regular hours of operation on **Monday, July 13, 2020**.

Departments will have the option of operating on a four or five-day week, and still be required to work at least 37.5 hours. *However, **Physical Plant Services** and **Custodial** staff will work a regular five-day week. **Transportation, Child Nutrition and Athletics** will work a four-day work week.* If your supervisor approves the four-day work week (Monday - Thursday), you will have the following options:

60 Minute Lunch Schedule		
Monday thru Wednesday	Thursday	Friday
7:00 AM- 5:30 PM	7:00 AM- 5:00 PM	Off
7:30 AM - 6:00 PM	7:30 AM - 5:30 PM	Off
8:00 AM - 6:30 PM	8:00 AM - 6:00 PM	Off

30 Minute Lunch Schedule		
Monday thru Wednesday	Thursday	Friday
7:00 AM - 5:00 PM	7:00 AM- 4:30 PM	Off
7:30 AM - 5:30 PM	7:30AM - 5:00 PM	Off
8:00 AM - 6:00 PM	8:00 AM - 5:30 PM	Off

Please know that your supervisor has the discretion of asking you to work on Fridays if it is in the best interest of the department and/or the District.

Please review the following guidelines regarding the four-day work schedule:

- Subject to supervisor approval.
- All employees will be required to submit a summer work schedule to their supervisor. Employees will receive either a 30 or 60-minute lunch.
- An employee cannot work through lunch in order to leave early. The entire lunch break must be taken.
- All employees will be required to follow standard clock in/out and reporting procedures during the time period.
- Non-exempt employees will be required to clock in and out for lunch breaks or follow other standard procedures that departments have in place to monitor and report lunch breaks.
- A 37.5 work week is required of all employees. Employees who do not work 37.5 hours will use leave time and/or be docked.
- Any absences from work during this time will be calculated at 9.5/9 hours per day. A leave day equals 7.5 hours.
- Supervisors reserve the right to alter work schedules, should needs arise, that are critical to maintaining operations and meeting departmental goals.
- Disciplinary action will be taken if there is documentation of abuse of time and schedules.
- Payroll will be distributed according to the District's calendar.
- Employees ending or starting their contract during a 4-day week must work regular hours that week (7.5 hours per day). Example: Employee ending contract on Wednesday will work normal hours that week (7.5 hours per day).

TimeClock entries:

This is what happens when a paraprofessional misses Monday-Thursday, they end up short 2 hours at the end of the week. If they miss on Thursday, shortage is only 1 hour 30 minutes.

	HOURS WORKED	WEEK TOTAL
MON	7.5 LEAVE DAY	7.5
TUE	9.5	17
WED	9.5	26.5
THU	9	35.5
FRI	OFF	SHORT 2 HOURS

The goal is to have 37.5 hours, so we came up with this schedule so employees could miss a day (besides Friday) and not be docked.

Employees can apply two (2) leave days and work their normal work schedule the rest of the week, 8:00 a.m. to 4:30p.m.

	HOURS WORKED	WEEK TOTAL
MON	7.5 LEAVE DAY	7.5
TUE	7.5	15
WED	7.5	22.5
THU	7.5	30
FRI	7.5 LEAVE DAY	37.5

PLEASE NOTE:

Edgewood ISD will be closed July 6th through July 10th for the 4th of July holiday.

Technology and Physical Plant Services employees' hours will vary. Please visit with your supervisor regarding the July 4th work week schedule.