



San Antonio Independent School District

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Human Resources Department

TO: Superintendent's Cabinet, Principals, Senior Executive Directors & Executive Directors

FROM: Toni Thompson
Associate Superintendent, Human Resources

SUBJECT: **Summer Work Schedule for Employees Assigned to 202-240 Workday Calendars & 192 Workday Painters**

DATE: February 9, 2009

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The 2009 summer work schedule will be affected in two ways. For the third consecutive year, the district will close during the week in July that corresponds with the Fourth of July holiday. Since July 4th falls on a Saturday this year, the district will close from **June 29, 2009 – July 3, 2009**.

Additionally, the San Antonio Independent School District will implement a summer four day work week for the first time in several years. The modified work schedule of four (4), ten (10) hour workdays, Monday through Thursday, will begin **June 15, 2009 and end July 31, 2009**. Affected employees are 192 day painters who work Tuesday – Friday, and all other employees with workday calendars of 202 days through 240 days.

The standard work hours for the modified workday will be **7:30 a.m. – 6:00 p.m.** Department supervisors will work with employees to set the department workday schedule based upon individual and department needs. When supervisors determine that some employees are unable to work as late as 6:00 p.m., then the supervisor may approve a schedule from **7:00 a.m. – 5:30 p.m.** for these employees. This alternate schedule, though, must be the exception and not the rule for the entire department. Some supervisory coverage will be required when the alternate schedule is in place so that departments are open throughout the **7:00 a.m. – 6:00 p.m.** period of time.

These strategies provide for increased efficiency of operations and may yield some cost efficiencies in regards to energy conservation. Furthermore, it is our hope that the four day work week will provide some respite for employees during this brief period of time without any compromise to the District's operations.

Supervisors are expected to ensure that all staff assigned to their departments / buildings maintain the appropriate schedules for reporting, departure and lunch during this time period in an effort to ensure that operations are not disrupted. Any department that must require coverage on Fridays (during the 4-day work week period or during the July 4th vacation week) must obtain approval from the appropriate Cabinet member prior to having staff report to work during these designated periods. This information must then be submitted to me.

A *Frequently Asked Questions* (FAQ) document is attached. Please review the information and contact Human Resources at 299-5647 if you have additional questions. I ask that you make sure that all affected personnel in your departments or on your campuses receive a copy of this memorandum and FAQ. The information will also be posted and maintained on the Human Resources web page, with updates provided periodically.

Please distribute to all personnel who will be affected by the schedule. Thank you in advance for your cooperation and attention to this matter.

C: Campus Secretaries
Human Resources Staff

Attachment: FAQ