



Summer Work Hours and District Potential Reopening

The safety of our students, staff, and community are of utmost importance to us. With this in mind, we are evaluating multiple options regarding our return to “business as usual” as a district.

Summer hours and work schedules for staff members will start on **Monday, June 1, 2020 and will run through Friday, July 18, 2020.** This schedule is specific to the ***Duncanville Education Plaza, Technology Department, and Campus Personnel.*** The four-day work week will be Monday through Thursday. **PLEASE NOTE: We will continue to work virtually during the month of June, with plans to start a soft reopening of the District on July 1, 2020. Additional details regarding the soft opening of the District will be communicated in the near future.**

For many employees in ***Operations*** on duty this summer, you will also be working a four-day work week. ***Maintenance and Custodial*** employees’ work weeks will be staggered into two shifts to ensure full coverage of district needs as we prepare to have facilities ready for our students in the fall. Maintenance and Custodial staff will have two shifts - Monday through Thursday for one shift and Tuesday through Friday for the second shift. Your supervisor will notify you of your work hours and shift. ***Purchasing/Operations*** employees will need to confirm exact dates and hours with your supervisor.

During the month of June, Duncanville ISD facilities will continue to remain closed as we prepare for our “new normal” as a district. Only essential, approved staff will be allowed onsite outside of approved district activities such as end of year closing activities and fall 2020 preparation activities.

Professional/Paraprofessional Plaza Staff:

The actual work day for those who are required/scheduled to work **37.5 hours** per week will be **Monday through Thursday, 7:30 am to 5:30 pm (virtual in June and possible onsite in July. Additional details coming soon)**. Since that time actually calculates to only 37.0 hours per week and your required/scheduled work week should be 37.5 hours, you will need to add a total of 30 minutes over the course of the week to fulfill your required/scheduled time.

The work day for personnel working **40 hours** per week will be **Monday through Thursday, 7:30 am to 6:00 pm with 30 minutes for lunch**.

During the summer schedule, each day's absence equals 1.25 days for leave consideration.

Employees working during the summer who *are not* on a 226-day calendar:

You should also follow the Monday through Thursday work schedule beginning Monday, June 1, 2020 through Friday, July 18, 2020. As always, confirm your work hours with your supervisor.

Your supervisor will communicate any modifications to these hours as we work to prepare for a safe return for our students in the fall.

Beginning July 1, we will begin to have a soft reopening of our district within the local and state guidelines. Should further directives be provided by the state or local authorities limiting our ability to softly re-open our buildings on July 1, we will let you know. Additional information regarding what this will look like will be communicated in the near future. **On July 20, 2020, we will return to the regular working schedule of Monday through Friday.**