



HUMAN RESOURCE SERVICES DIVISION

P.O. Box 246870 • Sacramento, CA 95824-6870

(916) 643-9050 • FAX (916) 643-9454

Jess Serna, *Chief Human Resources Officer*

SUBJECT: WINTER RECESS WORK SCHEDULE AND CLOSURE OF SCHOOL BUILDINGS, 2011 **HR-7**

TO: All Schools and Offices

DATE: December 6, 2011

PREPARED BY: Kim Hebert

DEPARTMENT: Human Resource Services

REVIEWED BY: Jess Serna

APPROVED: 

District Offices/Schools will be closed from December 26, 2011 through January 6, 2012. They will be open for regular business hours on January 9, 2012.

Serna Center Building will be closed from December 26, 2011 through January 6, 2012. The START and 4th R Programs will have access to the building for their normal operational hours. **However, all other offices will remain closed.**

Schools with Children Centers – C.P. Huntington and Washington will be open on January 3, through January 6, 2012, during the Winter Break. Centers will be closed the first week of Winter Break from December 26, through December 30, 2011 and on January 2, 2012.

Leonardo da Vinci, Martin Luther King, Jr., and Matsuyama Children's Centers will be open on December 28, 29, 30, 2011 and January 4, 5, 6, 2012 during the Winter Break. Centers will be closed on December 26 and 27, 2011 and January 2 and 3, 2012.

A. Warren McClaskey Adult Center will be closed Friday, December 23, 2011 through Monday, January 2, 2012, and will be open for regular business hours on Tuesday, January 3, 2012.

Charles A. Jones Career and Education Center and Fremont School for Adults will be closed Saturday, December 24, 2011 through Sunday, January 8, 2012, and will be open for regular business hours on Monday, January 9, 2012.

School Plant Operations Managers may elect to work during winter break; however, we encourage Plant Managers to take vacation during this period. The days scheduled to work are ½ day on December 30, 2011 and full days on December 27, 28, 29, 2011. If your Plant Manager works during this time period, there will be no supervision unless arrangements have been made with Operations staff. The schedule for Maintenance and Operations will be the same as Plant Managers. Should you have an emergency, please call 643-7444 or 264-4077.

Custodians hired permanent after July 1, 1999, will also work the same schedule as Plant Managers; however, we encourage Custodians to take vacation during this period.

Closure of School Buildings

School principals should make any necessary changes on Civic Center permits, and notify parents and the community that buildings will be closed.

Please direct staff members to observe the following energy conservation guidelines before they leave for Winter Break, December 26, 2011 through January 6, 2012.

- All doors and windows shall be closed and locked.
- All HVAC units shall be turned off.
- All personal appliances, including refrigerators, microwaves, and coffeemakers shall be unplugged.
- All office machines (laminating equipment, etc.) shall be turned off.
- All computers and peripheral equipment (printers, monitors, scanners, plotters, etc.) shall be turned off.
- All outside lighting shall be turned off during the daylight hours. If photocells or timers need attention, submit a work order to the Maintenance Department.
- Remove all items from refrigerators and leave the door open to inhibit the growth of mold.
- Operations staff will assign custodial support for the sites with Civic Center permits issued for activities during these breaks.

Please contact Barry Evpak with questions and/or concerns regarding this policy at (916) 264-4075 ext. 1010.