



HUMAN RESOURCE SERVICES
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Jess Serna, *Chief Human Resources Officer*

SUBJECT: SPRING RECESS, 2012 HR-12

TO: All Schools and Offices

DATE: March 6, 2012

PREPARED BY: Kim Hebert **DEPARTMENT:** Human Resource Services

REVIEWED BY: Jess Serna

APPROVED: _____


The District office and high school sites will be **closed** on April 5, 2012 and April 6, 2012. The District offices and high school sites will open for regular business hours on April 9, 2012.

The elementary and middle school sites will be **closed** from April 2, 2012 through April 6, 2012. The schools will open for regular business hours on April 9, 2012.

A. Warren McClaskey Adult Center, will be **closed** April 5, 2012 and April 6, 2012. The school will open for regular business hours on April 9, 2012.

Charles A. Jones Career and Education Center and Fremont School for Adults will be **closed** from April 2, 2012 through April 6, 2012. The schools will open for regular business hours on April 9, 2012.

The School Plant Operations Managers and Custodians are scheduled to work during spring break hours. However, it is strongly encouraged that School Plant Operations Managers and Custodians take vacation during this period. School Plant Operations Managers are scheduled to work on April 2, 2012 through April 4, 2012 and ½ day on April 5, 2012. Custodians hired **before** July 1, 1999, are scheduled to work April 2, 2012 through April 4, 2012. Custodians hired **after** July 1, 1999, are scheduled to work April 2, 2012 through April 4, 2012 and ½ day on April 5, 2012. If your School Plant Operations Manager and Custodian work during this time period, there will be no supervision unless arrangements have been made with Maintenance and Operations staff.

Transportation will be **open** April 2, 2012 through April 4, 2012 from 5:30 a.m. to 2:30 p.m. and April 5, 2012 from 5:30 a.m. to 10:30 a.m. and **closed** on April 6, 2012. Regular operation will resume on April 9, 2012.

The following Children Centers will be **open** April 2, 2012 through April 6, 2012: Leonardo da Vinci, Martin Luther King Jr., and Matsuyama.

The following Children Centers will be **open** normal operating hours April 2, 2012 through April 5, 2012 and will be **open** until 1:00 p.m. on April 6, 2012: Bret Harte, C.P. Huntington and Washington. All other child development programs will be **closed** from April 2, 2012 through April 6, 2012, and will resume operation on April 9, 2012.

Closure of Buildings During Spring Break

Principals will be responsible to 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 Spring Break, April 2, 2012 through April 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.

JS:kah

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