



Memorandum

To: Principals, Departments, and Building Managers
From: James Crochet, Chief Business Operations Officer
Date: March 17, 2023
Re: 2023 Summer Work Schedule

2023 Summer Work Schedule
Monday, May 29th, 2023 through Friday, July 28, 2023


The East Baton Rouge Parish School Systems will return to the summer work schedule effective the week of Monday, May 29, 2023 to comply with the East Baton Rouge Parish School Board Approved Energy Management-Conservation Program. The summer work schedule will remain in effect through Friday, July 28, 2023. All employees will resume regular hours on Monday, July 31, 2023.

All offices and school sites will be open to the public from Monday through Thursday from 7:00 a.m. to 5:00 p.m. (10 hours per day x 4-week days = 40 hours per work week, less ½ hour per lunch per day). All personnel are expected to be present and working at their facilities during these hours. Employees will answer the phones and provide access to the public for this entire expanded workday during the summer. Facility managers may be required to arrange alternate schedules at their sites due to previously approved 5-day programs.

Each facility manager is expected to make arrangements for building security, deliveries, and to designate emergency contacts. Please ensure that all lunch and vacation schedules are coordinated to ensure all offices are appropriately staffed to provide exemplary customer service. Consequently, the office should have coverage at all times. Staffing the office with 10-month teachers, custodial personnel who have “other” duties, and volunteers without direct, on-campus supervision of an administrative team member is prohibited. Each employee must work a full forty-hour work week or utilize the equivalent number of hours of annual and/or sick leave as deemed appropriate. ***Monday, May 29, 2023 and Tuesday, July 4, 2023 will be recognized as 10-hour holidays.***

Summer pony mail will operate Tuesday, May 30, 2023 through Thursday, July 27, 2023. Regular daily delivery will resume on Monday, July 31, 2023.

APPROVED:



Sito Narcisse, Ed.D.
Superintendent of Schools

