

To: TCSC School Board

From: Dr. Ryan Glaze

Date: May 6, 2021

Re: Recommendation for **Summer Hours**

I would like to recommend Summer Hours for the TCSC Administration Office. The Office will continue to be open Monday - Friday. The staff will still work a 40 hour work week, but will have flexibility in when the hours are worked. They will be allowed to work four ten hour days and have a day off during the week. The office staff will work it out so that the office is always covered to allow for normal operation. The Summer Hours would begin on May 24, 2021 and end on July 30, 2021.

Thank you for this consideration.