

Educational Support Personnel

Schedules and Employment Year

The Superintendent shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and federal law, School Board policy, and applicable agreements and shall:

1. Assign each employee one supervisor who will establish a work schedule, including breaks, as required by building or District needs, work load, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee. The Superintendent's approval is required to establish a flexible work schedule or job-sharing.

Please refer to the applicable collective bargaining agreement.

Breaks

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first five hours of the employee's workday. The District accommodates employees who are nursing mothers according to State and federal law.

ADOPTION: January 15, 2019
 May 17, 2011
 July 15, 2008
 August 10, 1993

LEGAL REF: Fair Labor Standards Act, 29 U.S.C. §207 et seq.
 740 ILCS 137/, Right to Breastfeed Act
 820 ILCS 105/ Minimum Wage Law.
 820 ILCS 260/, Nursing Mothers in the Workplace Act.
 105 ILCS 5/10-20.14a, 5/10-22.34, and 5/10-23.5.

CROSS REF: 5:35 (Compliance with the Fair Labor Standards Act)