

Non-Union 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.

Breaks

Employees who work at least 7.5 continuous hours shall receive a minimum 30-minute duty-free meal break which begins within the first five hours of the employee's work day. The District accommodates employees who are nursing mothers according to provisions according to State and federal law.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §207 et seq.
P.A. 92-0068 (Nursing Mothers in the Workplace Act)
105 ILCS 5/10-20.14a, 5/10-22.34, and 5/10-23.5.
740 ILCS 137/, Right to Breastfeed Act.
820 ILCS 105/, Minimum Wage Law.
820 ILCS 260/, Nursing Mothers in the Workplace Act

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

Reviewed: May 17, 2004, November 5, 2018

Adopted: August 23, 2004

Revisions Adopted: August 2, 2010, November 19, 2018