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, 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.

Twelve-Month Employees

Work daily (Monday through Friday) except holidays and earned vacation time.

Custodians and maintenance personnel work individual time schedules developed by the supervisor and subject to individual building needs. Custodians assume the additional responsibility for building checks as assigned by the supervisor.

Office personnel work according to the individual time schedule developed by the supervisor and subject to the needs of the District.

Employees Other Than 12-Month

All employees other than 12-month work according to the terms of their individual job descriptions.

On days when school sessions are canceled due to emergency situations and certified personnel are not required to report for work, employees other than 12-month will not be required to work, except custodians and maintenance staff as assigned.

School secretaries work according to the individual time schedule developed by the building principal. During the school calendar year, there may occur certain modifications of the school secretaries’ work schedule, subject to building needs as determined by the building principal.

School Year Employees

Work the school calendar year unless otherwise specified. Classroom program assistants work a schedule subject to building needs as determined by the building principal.

Hourly Employees

Work as needed and approved by immediate supervisor.

Supervisory Staff

The work day and work year for supervisory staff shall be similar to other personnel except that it is understood that supervisory personnel are employed for specific tasks and such personnel are expected to work beyond the regular work day in order to accomplish such tasks when necessary. Such employment shall be considered part of the contract and no additional remuneration shall be provided.

Implementation Dates for Salary Schedules and Wage Rates for Educational Support Personnel

The Board of Education shall determine salary and wage rates annually for all educational support personnel. Compensation shall be effective July 1. Overtime rate in compliance with the Fair Labor Standards Act for educational support personnel, except supervisors, will be followed.
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Breaks
Employees who work at least 7.5 continuous hours shall receive a 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 State and federal law.

820 ILCS 260/ Nursing Mothers in the Workplace Act
740 ILCS 137/, Right to Breastfeed Act
105 ILCS 5/10-20.14a, 5/10-22.34, and 5/10-23.5
820 ILCS 105/, Minimum Wage Law

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

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