

**Educational Support Personnel –
Schedules and Employment Year**

Twelve-Month Employees

Twelve-month employees work daily (Monday through Friday) except holidays and earned vacation time.

Custodians and maintenance personnel work a 40-hour week, with the individual time schedule developed by the supervisor and subject to individual building needs. Custodians assume the additional responsibility for building checks as outlined in their job description.

Administrative office personnel work a 40-hour week with the individual time schedule developed by the supervisor and subject to the District’s needs.

Ten-Month Employees

Ten-month employees work 10 working days before and after the school calendar.

On days when school sessions are canceled due to emergency situations and certificated personnel are not required to report for work, ten-month employees will not be required to work.

School secretaries work a 40-hour week, with 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

School year employees work the school calendar year unless otherwise specified. Classroom aides 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 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. No additional remuneration shall be provided for such work.

Breaks

Employees who work at least 7.5 continuous hours shall receive an unpaid, 30-minute duty-free meal break which begins within the first 5 hours of the employee’s work day. Employees who work less than 7.5 continuous hours may be assigned an unpaid, duty-free meal break by their immediate supervisor. The District accommodates employees who are nursing mothers according to provisions in the Nursing Mothers in the Workplace Act. P.A. 92-0068.

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.

CROSS REF.:

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