

**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.

**Annual Work Schedule and Overtime Paid**

Full time office staff	35 hours per week	10 or 12 mo. Yr.
Full time custodians/Maint. Mechanic	40 hours per week	12 mo. Year
Nurse (LPN, RN)	35 hours per week	2 weeks prior to school; and 1 week after

The Superintendent may recommend to the Board of Education adjustment of the work week of employees based upon the needs of the District. School office staff does not work during the winter holiday break (including Christmas and New Year) or the Spring Break.

**Cafeteria Workers**

Director of cafeteria	35 hours per week	Actual school year
Assistant director	35 hours per week	Actual school year

Cafeteria personnel who work extra time shall be paid a daily or hourly wage based on their regular salary. Part time cafeteria personnel who work extra time shall be paid the hourly rate as determined by the Board for part time employment.

**Bus Drivers**

Bus Drivers	15 hour week (minimum)	Actual school year
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Full time employees shall be paid at a rate commensurate with their per hourly wage (1-1/2 time hourly wage) for hours worked exceeding a forty (40) hour week.

**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.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §207 et seq.  
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)

ADOPTED: August 7, 2017