

## **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**

A full-time (eight hours per day) or part-time (five hours or more) employee shall receive a 30-minute duty-free meal break and one 15 minute paid break every four hours. Breaks may be taken at the convenience of the work schedule or as scheduled with the Building Administrator/District Administrator.

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: May 23, 2017