

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 of Education 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

Please refer to the current Collective Bargaining Agreement between Kildeer Countryside CCSD 96 Board of Education and Kildeer Countryside CCSD 96 Education Support Professionals Association.

For employees not covered by this agreement:

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first 5 hours of the employee’s workday.

Full time day secretaries working eight (8) hours per day plus ½ hour non-paid lunches are entitled to a fifteen (15) minute break in both the morning and afternoon.

Nursing Mothers

The District accommodates employees who are nursing mothers according to State law.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §207 et seq.
 105 ILCS 5/10-20.14.a, 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.
 105 ILCS 5/10-20.14a, 5/10-22.34, and 5/10-23.5.

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

ADOPTED: April 5, 2011

REVISED: May 16, 2017