

## Educational Support Personnel

### **5:300 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, workload, 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 five 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 and 218d, Fair Labor Standards Act.~~ [PRESSPlus1](#)

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.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:35 (Compliance with the Fair Labor Standards Act)