

Educational Support Personnel

5:300 Schedules and Employment Year

Please refer to the applicable collective bargaining agreement(s). For employees not covered by a current applicable bargaining agreement, please refer to:

- **Educational Support Personnel Handbook**
- **Teaching, Clerical Assistant, and Registered Nurse Handbook**
- **Food & Nutrition Services Personnel Handbook**
- **Substitute Teacher Handbook**
- **Other Support Personnel Handbook**

For those employees not covered by a collective bargaining agreement or whose working conditions and benefits are not described in employee handbooks (which are subject to change):

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 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.

Breaks

Please refer to the applicable collective bargaining agreement(s). For employees not covered by a current applicable bargaining agreement, please refer to:

- **Educational Support Personnel Handbook**
- **Teaching, Clerical Assistant, and Registered Nurse Handbook**
- **Food & Nutrition Services Personnel Handbook**
- **Substitute Teacher Handbook**

For those employees not covered by a collective bargaining agreement or whose working conditions and benefits are not described in an employee handbook (which is subject to change):

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.:

29 U.S.C. §§207 and 218d, Fair Labor Standards Act.

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)

Adopted: September 24, 2024

Arlington Heights SD 25
