

## 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~~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 "Basic Agreement between the North Boone Educational Support Staff and North Boone Community Unit School District No. 200 Board of Education," and Administrative Contracts.**

For employees not covered by these agreements:

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

~~ADOPTED: \_\_\_\_\_ November 6, 2001~~

~~AMENDED: \_\_\_\_\_ August 22, 2017~~