

**PRESS PLUS ISSUE #120 (OCTOBER 2025)
12/12/25 POLICY COMMITTEE MEETING**

1. ACTION TO BE TAKEN:

_____ CONSENT

_____ 1st READING

_____ KEEP IN COMMITTEE

_____ DELETE POLICY

2. POLICY COMMITTEE TO DETERMINE:

_____ Adopt as Presented
(change “revised” & “reviewed” date)

_____ Adopt with Additional District Edits
(change “revised” & “reviewed” date)

_____ Not Adopted
(change “reviewed” date)

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 5 - Personnel \
Educational Support Personnel \

Document Status: Draft Update

Educational Support Personnel

5:300 Schedules and Employment Year

Please refer to the current “Agreement Between the Board of Education, School District #74, Lincolnwood, Illinois and the Lincolnwood Support Staff Union, Local 1274 IFT/AFT, AFL-CIO for additional information, if applicable.”

For employees not covered by this Agreement:

Twelve-Month Employees

Twelve-month employees work daily (Monday through Friday) except holidays and earned vacation time.

Custodians and maintenance personnel work a 40-hour week, (defined as 40 work hours and ½ hour unpaid lunch per day) with the individual time schedule developed by the supervisor and subject to individual building needs. Custodians assume the additional responsibility for building checks as outlined in their job description.

Administrative office personnel work a 37.5-hour week (defined as 37.5 work hours and ½ hour unpaid lunch per day) with the individual time schedule developed by the supervisor and subject to the District's needs.

Ten-Month Employees

Ten-month employees work 10 working days before and after the school calendar.

On days when school sessions are canceled due to emergency situations and certificated personnel are not required to report for work, ten-month employees will not be required to work.

School secretaries work a 37.5-hour week (defined as 37.5 work hours and ½ hour unpaid lunch per day) with the individual time schedule

developed by the Building Principal. During the school calendar year, there may occur certain modifications of the school secretaries' work schedule, subject to building needs as determined by the Building Principal.

School Year Employees

School year employees work the school calendar year unless otherwise specified. Classroom aides work a schedule subject to building needs as determined by the Building Principal.

Hourly Employees

Work as needed and approved by immediate supervisor.

Supervisory Staff

The work day and work year for supervisory staff shall be similar to other personnel except that supervisory personnel are employed for specific tasks and such personnel are expected to work beyond the regular work day in order to accomplish such tasks when necessary. No additional remuneration shall be provided for such work.

Meal Break

Employees who work at least 7.5 continuous hours shall receive a 30 minute duty-free meal break which begins within the first five hours of the employee's work day.

The District accommodates employees who are nursing mothers and compensates them for reasonable time needed to express breastmilk^{PRESSPlus1} 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 10, 2002

REVISED: May 2, 2024

REVIEWED: May 2, 2024

Comments: Brian Bare asked us to include for additional information, if
applicable on all such policies 9/2/21

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Nursing Mothers in Workplace Act,
820 ILCS 260/10, amended by P.A. 104-76, eff. 1-1-26. **Issue 120, October
2025**