

Educational Support Personnel

Schedules and Employment Year

The Executive Director shall supervise a process for setting work schedules and an employment year for all staff members in accordance with State and federal law, Advisory 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 Cooperative 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 Executive Director's approval is required to establish a flexible work schedule or job-sharing.

Employment Year

Please refer to the applicable collective bargaining agreement.

~~Please refer to the following current Agreements:~~

~~Professional Agreement between Mid-Valley Special Education Cooperative and Mid-Valley Special Education Association (MSVEA).~~

~~Professional Agreement between Mid-Valley Special Education Cooperative and Therapy Association for Special Children (TASC).~~

Schedules

Please refer to the applicable collective bargaining agreement.

~~Please refer to the following current Agreements:~~

~~Professional Agreement between Mid-Valley Special Education Cooperative and Mid-Valley Special Education Association (MSVEA).~~

~~Professional Agreement between Mid-Valley Special Education Cooperative and Therapy Association for Special Children (TASC).~~

~~For those employees not covered by these Agreements:~~

Breaks

Please refer to the applicable collective bargaining agreement.

~~Please refer to the following current Agreements:~~

~~Professional Agreement between Mid-Valley Special Education Cooperative and Mid-Valley Special Education Association (MSVEA).~~

~~Professional Agreement between Mid-Valley Special Education Cooperative and Therapy Association for Special Children (TASC).~~

Duty-Free Lunch

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

~~Please refer to the following current Agreement:~~

~~Professional Agreement between Mid-Valley Special Education Cooperative and Mid-Valley Special Education Association (MSVEA).~~

~~Professional Agreement between Mid-Valley Special Education Cooperative and Therapy Association for Special Children (TASC).~~

~~For those employees not covered by this Agreement:~~

Unpaid

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.

Nursing Mothers

The Cooperative accommodates employees who are nursing mothers according to State and federal law.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §207 et seq.
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: June 26, 2014