

*Document Status: Draft Update*

**Educational Support Personnel**

**5:300 Schedules and Employment Year**

The Superintendent or designee 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 or designee's approval is required to establish a flexible work schedule or job-sharing.

**Breaks**

**Please refer to the applicable collective bargaining agreement(s) or working agreement(s).**

**For employees not covered by a current applicable bargaining agreement or working agreement(s):**

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.

**Nursing Mothers**

The District 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~~ 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 \(Compliance with the Fair Labor Standards Act\)](#)

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## **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 114, March 2024**