

PERSONNEL

Educational Support Personnel - Schedules and Employment Year

Twelve-Month Employees

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

Custodians, maintenance personnel and director of data processing work a 40-hour week, 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.

An hourly bonus shall be added to the basic hourly rate for custodians who work second or third shifts.

The minimum wage for service rendered in opening and servicing a building on Saturday or Sunday for approved use for other than school purposes shall be the regular hourly wage at time and one-half. Travel time may be included.

Administrative office personnel work a 37½ hour week 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 37½ hour week, 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.

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 (5) hours of the employee's work day. The District accommodates employees who are nursing mothers according to provisions in the Nursing Mothers in the Workplace Act. P.A. 92-0068.

Custodians shall not be requested to provide services during their established lunch period; provided that, if an emergency need for services is established by the Building Principal or his representative, the custodian shall be required to serve, but shall be allowed overtime pay.

Institute Days Office Hours (applies to secretaries, bookkeepers, and director of data processing):

Office hours for institute days will generally close at 3:00 p.m., the exception would be when the institute programs extend beyond 3:00 p.m., offices will remain open until the close of the program or 4:00 p.m., whichever is earlier.

Workshop Day:

An annual in-service workshop may be conducted in conjunction with a teachers' institute day or on another day as planned in cooperation with the Superintendent.

Promotion or Transfer

Promotion or transfer from one position to another shall be based on performance, ability, seniority and consideration for the best interest of the District. An employee wishing to be promoted or transferred shall apply to the Superintendent in writing, with a copy to the supervisor.

Every effort will be made to advance present employees to a higher job classification, giving them preference over applicants not currently employed by the District, when all other criteria are equal.

Assignment/Transfer

Staff members are employed by and for the School District. Assignment/transfer to specific buildings and responsibilities shall be the responsibility of the Superintendent.

LEGAL REF.: 105 ILCS 5/10-20.14a, 5/10-22.34, and 5/10-23.5

Fair Labor Standards Act, 29 U.S.C. 207 et seq.

820 ILCS 105/1 et seq. and 260/1 et seq.

CROSS REF: 5:35

REVISED: October 5, 1993

REVISED: June 7, 1994

REVISED: April 16, 1996

REVIEWED: April 3, 2007