

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, 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 following current agreements:

Working Agreement Between the Community Unit School District #9, Granite City, Illinois and

Service Employees International Union Local 98 (Cafeteria).

Working Agreement Between the Community Unit School District #9, Granite City, Illinois and

St. Louis District Council & Vicinity Local 633, International Union of Painters and Allied

Trades District Council #58, Laborers International Union of North America Local #397,

Teamsters, Chauffeurs, and Helpers Local Union #525 affiliated with the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America.

Working Agreement Between the Community Unit School District #9, Granite City, Illinois and

St. Louis District Council & Vicinity Local 633, International Union of Painters and Allied

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Working Agreement Between the Community Unit School District #9, Granite City, IL, and the

Granite City Federation of Secretarial Employees AFT Local 4956.

For employees not covered by this agreement:

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

State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

This policy's provisions should be customized to meet the district's needs. A collective bargaining agreement may contain provisions that supersede the policy, in which case, the policy should state: "Please refer to the current [*insert name of any applicable CBA*]."

The standards listed should be customized to reflect the local board's desires and/or district practices.

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)

Revised: 4/12/2011