

Personnel

Schedules and Employment Year

Twelve-Month Employees

Please refer to the following collective bargaining agreements:

“Agreement Between The Rockford Board of Education School District 205 and Educational Office Personnel Association”;

“Agreement Between The Rockford Board of Education School District 205 and Rockford Building Maintenance Association.”

For employees not covered by these agreements:

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

Custodians and maintenance personnel 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.

Administrative office personnel work a 40-hour week with the individual time schedule developed by the supervisor and subject to the District’s needs.

Eleven-Month Employees

Eleven-month employees work 20 working days before the after the school calendar.

Ten-Month Employees

Please refer to the “Agreement Between The Rockford Board of Education School District 205 and Educational Office Personnel Association.”

For employees not covered by this agreement:

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

On days when school sessions are cancelled 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 40-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

Please refer to the following collective bargaining agreements:

“Agreement Between The Rockford Board of Education School District 205 and Local 692 of Council 31 of The American Federation of State, County, Municipal Employees, AFL-CIO”;

“Agreement Between The Rockford Board of Education School District 205 and Local 1275 of Council 31 of The American Federation of State, County, Municipal Employees, AFL-CIO.”

For employees not covered by these agreements:

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

Please refer to the following collective bargaining agreements:

“Agreement Between The Rockford Board of Education School District 205 and Local 692 of Council 31 of The American Federation of State, County, Municipal Employees, AFL-CIO”;

“Agreement Between The Rockford Board of Education School District 205 and Educational Office Personnel Association”;

For employees not covered by these agreements:

Employees who work at least 7.5 continuous hours shall receive a 30-minute, duty-free meal break which begins within the first 5 hours of the employee’s work day.

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

Adopted: July 8, 1997