Educational Support Personnel

Schedules and Employment Year

Please refer to the current "Agreement between the Board of Control, Lake County Tech Campus, Lake County, Illinois and the Tech Campus Teachers' Union, Lake County Federation of Teachers, Local No. 504, IFT-AFT/AFL-CIO".

For those employees not covered by this agreement:

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

Breaks

Please refer to the current "Agreement between the Board of Control, Lake County Tech Campus, Lake County, Illinois and the Tech Campus Teachers' Union, Lake County Federation of Teachers, Local No. 504, IFT-AFT/AFL-CIO".

For those 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 law.

LEGAL REF.: 29 U.S.C. §207 and 218d, Fair Labor Standards Act.
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)

UPDATED: October 3, 2024