

Educational Support Personnel

5:300 Schedules and Employment Year

Please refer to the applicable collective bargaining agreement(s). For employees not covered by a current applicable bargaining agreement, please refer to:

- **Educational Support Personnel Handbook**
- **Teaching, Clerical Assistant, and Registered Nurse Handbook**
- **Food & Nutrition Services Personnel Handbook**
- **Substitute Teacher Handbook**
- **Other Support Personnel Handbook**

For those employees not covered by a collective bargaining agreement or whose working conditions and benefits are not described in employee handbooks (which are subject to change):

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, 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, workload, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed.

Breaks

Please refer to the applicable collective bargaining agreement(s). For employees not covered by a current applicable bargaining agreement, please refer to:

- **Educational Support Personnel Handbook**
- **Teaching, Clerical Assistant, and Registered Nurse Handbook**
- **Food & Nutrition Services Personnel Handbook**
- **Substitute Teacher Handbook**

For those employees not covered by a collective bargaining agreement or whose working conditions and benefits are not described in an employee handbook (which is subject to change):

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. The District accommodates employees who are nursing mothers and compensates them for reasonable time needed to express breast milk according to State and federal 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)

Adopted: February 17, 2026

Arlington Heights SD 25
