

Educational Support Personnel

5:300 Schedules and Employment Year

The Executive Director shall monitor the work schedules and employment year for educational support employees in accordance with State and federal law, Board policies, and applicable agreements. The Executive Director shall assign each educational support employee a supervisor who will supervise the work schedule, including breaks, and respond to changing circumstances by altering work schedules as needed. The Executive Director's approval is required to establish a flexible work schedule or job-sharing.

Please refer to the current Contractual Agreement between P.A.E.C. Governing Board - SEJA #803 and Teachers and Program Assistants, P.A.E.C. Council Local 571 IFT-AFT.

For employees not covered by this Agreement, the employee's work schedule will be daily (Monday through Friday) unless otherwise established by the Executive Director. The employee's employment year will be 12 months unless otherwise established by the Executive Director.

Breaks

Please refer to the current Contractual Agreement between P.A.E.C. Governing Board - SEJA #803 and Teachers and Program Assistants, P.A.E.C. Council Local 571 IFT-AFT.

For employees not covered by this Agreement or if not addressed in 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 five hours of the employee's workday. The Cooperative accommodates employees who are nursing mothers 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: October 11, 2011

REVISED: July 10, 2012, February 26, 2015; June 15, 2017; June 25, 2024

Proviso Area for Exceptional Children (P.A.E.C.)
