

## Educational Support Personnel

### Schedules and Employment Year

#### Twelve-Month Employees

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. Custodial and maintenance personnel who are part-time employees will work less than an eight (8) hour day. Custodians assume the additional responsibility for building checks as outlined in their job description.

District administrative office personnel work 30-40 hours per week, with the individual time schedule developed by the supervisor and subject to District needs.

Building clerical staff shall not normally work, or be compensated, during the winter or spring break periods (245 day employee). These individuals will work 37 ½ hours per week with the individual time schedule developed by the Building Principal and subject to District needs.

On days when school sessions are cancelled due to emergency situations, and certificated personnel are not required to report for work, 12 month employees will be required to work.

#### Eleven-Month Employees

Eleven-month employees work a calendar commencing on August 1 and ending on June 30 and shall not normally work, or be compensated, during the winter or spring break periods (225 day employee). School secretaries work 30-37 ½ hours per week, with the individual time schedule developed by the Building Principal. During the school calendar, there may occur certain modifications of the school secretaries' work schedule, subject to building needs as determined by the Building Principal.

On days when school sessions are canceled due to emergency situations, and certificated personnel are not required to report for work, 11-month employees will be required to work.

#### School Year Employees

**Please refer to the "Collective Bargaining Agreement Glencoe Board of Education School District No. 35 and Glencoe Education Association."**

**For employees not covered by this agreement:**

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.

On days when school sessions are cancelled due to emergency situations and certificated personnel are not required to report to work, school year employees will not be required to work.

#### Hourly Employees

Work as needed and approved by immediate supervisor.

#### Meal Break

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. Sixty minute duty-free meal breaks may be granted within, but not a part of the assigned work day. Second shift custodial meal breaks are provided within the eight hour work day as a compensatory shift differential.

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

ADOPTED: August 2001