

## **Educational Support Personnel**

### **Schedules and Employment Year**

**Please refer to the following current agreements:**

**Contractual Agreement between East Aurora Council IFT/AFT Local 604 and the Board of Education East Aurora School District No. 131 – “Office Staff”.**

**Contractual Agreement between East Aurora Council IFT/AFT Local 604 and the Board of Education East Aurora School District No. 131 – “Support Staff”.**

**Contract between The Service Employees International Union, Local 73 and The Board of Education, District No. 131.**

**For employees not covered by these agreements:**

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 of Education 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 Superintendent’s approval is required to establish a flexible work schedule or job-sharing.

### **Breaks**

**Please refer to the following current agreements:**

**Contractual Agreement between East Aurora Council IFT/AFT Local 604 and the Board of Education East Aurora School District No. 131 – “Office Staff”.**

**Contractual Agreement between East Aurora Council IFT/AFT Local 604 and the Board of Education East Aurora School District No. 131 – “Support Staff”.**

**Contract between The Service Employees International Union, Local 73 and The Board of Education, District No. 131.**

**For employees not covered by these agreements:**

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.

### **Nursing Mothers**

The District accommodates employees who are nursing mothers according to State and federal law.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §207 et seq.  
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.: 5:35 (Compliance with the Fair Labor Standards Act)

ADOPTED: September 18, 2017