

Educational Support Personnel

Schedules and Employment Year

Refer to the “Professional Negotiation Agreement between Oswego School District No. 308 and Oswego Custodial/Maintenance Association,” “Collective Bargaining Agreement between Oswego Community Unit School District 308 and Oswego Educational Support Personnel Association (OESPA), “Professional Negotiation Agreement between Oswego Community Unit School District No. 308 and Oswego Transportation Association”.”

For those exempt employees not covered by these documents:

Schedules and Employment Year

The Superintendent or designee 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 Superintendent’s or designee’s approval is required to establish a flexible works schedule or job-sharing.

Breaks

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 and Federal law.

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

Fair Labor Standards Act, 29 U.S.C. §207 et seq.

Minimum Wage Law 820 ILCS 105/1 et. seq.

Nursing Mothers in the Workplace Act 820 ILCS 260/1 et. seq.

Revised: January 30, 2007

Adopted: June 11, 2007

Revised: March 10, 2014

Adopted: April 14, 2014

Reviewed/Approved: March 18, 2019