

General Personnel

Schedules and Employment Year

Twelve-Month Employees

Twelve-month employees work daily (Monday through Friday) except holidays and earned vacation time.

All administrators, twelve-month certificated, and twelve-month non-certificated employees are required to work on days when school sessions are cancelled due to emergency situations.

Maintenance employees work in accordance with the contractual bargaining agreement between the Board of Education District 111 and the Building and Construction Trades Craftsmen, Kankakee, Illinois, A.F.L. - C.I.O.

Administrative office personnel work a 40-hour week with the individual time schedule developed by the supervisor and subject to the District's needs.

Custodian employees work in accordance with the contractual bargaining agreement between the Board of Education District 111 and Services Employees International Union, Local 1, A.F.L. - C.I.O.

Ten-Month Employees

Ten-month employees work 10 working days before and after the school calendar.

On days when school sessions are cancelled due to emergency situations and certificated personnel are not required to report for work, secretaries may be required to work.

School secretaries work a 40-hour week, with the individual time schedule developed by the Building Principal and approved by the Assistant Superintendent of Personnel. During the school calendar year, there may occur certain modifications of the school secretaries' work schedule, subject to building needs as determined by the Building Principal and approved by the Assistant Superintendent of Personnel.

School Year Employees

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 and/or the appropriate Assistant Superintendent.

Hourly Employees

Work as needed and approved by the appropriate Assistant Superintendent.

Supervisory Staff

The work day and work year for supervisory staff shall be similar to other personnel except that supervisory personnel are employed for specific tasks and such personnel are expected to work beyond the regular work day in order to accomplish such tasks when necessary. No additional remuneration shall be provided for such work.

Meal Break

Employees who work at least 7.25 continuous hours shall receive a 30 minute duty-free meal break which begins within the first 5 hours of the employee's work day. The District accommodates employees who are nursing mothers according to provisions in the Nursing Mothers in the Workplace Act. P.A. 92-0068.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §207 et seq.
P.A. 92-0068 (Nursing Mothers in the Workplace Act)
105 ILCS 5/10-20.14a, 5/10-22.34, and 5/10-23.5.

Adopted: November 14, 1994

Amended: November 12, 2001

