

Personnel

Educational Support Personnel - Schedules and Employment Year

Twelve-Month Employees

Please refer to the "Contractual agreement between the Board of Education of Valley View Community Unit School District 365U and the Valley View Council of Local 604 American Federation of Teachers, AFL-CIO."

For employees not covered by this agreement:

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

Full-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. Custodians assume the additional responsibility for building checks as outlined in their job description.

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

Ten-Month Employees

Please refer to the following collective bargaining agreements:

"Contractual agreement between the Board of Education of Valley View Community Unit School District 365U and the Valley View Council of Local 604 American Federation of Teachers, AFL-CIO."

"Agreement between Valley View Office Personnel Council Aft-Local 604, IFT/AFT, AFL-CIO and the Board of Education of School District #365U."

For employees not covered by these agreements:

Ten-month employees work a calendar established by their supervisors.

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

School secretaries work a 40-hour week, with the individual time schedule developed by the Building Principal. 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.

School Year Employees

Please refer to the following collective bargaining agreements:

"Contractual agreement between the Board of Education of Valley View Community Unit School District 365U and the Valley View Council of Local 604 American Federation of Teachers, AFL-CIO";

"Valley View Community Unit School District 365U Policies and Procedures regarding Food Services Personnel";

"Agreement between Valley View Office Personnel Council Aft-Local 604, IFT/AFT, AFL-CIO and the Board of Education of School District #365U."

For employees not covered by these agreements:

School year employees work the school calendar year unless otherwise specified.

Hourly Employees

Please refer to the following collective bargaining agreements:

"Contractual agreement between the Board of Education of Valley View Community Unit School District 365U and the Valley View Council of Local 604 American Federation of Teachers, AFL-CIO";

"Agreement between the Board of Education of the Valley View School District 365U and Local 3057 Region 2 Council 31, American Federation of State, County and Municipal Employees, AFL-CIO";

"Valley View Community Unit School District 365U Policies and Procedures regarding Food Services Personnel."

For employees not covered by these agreements:

Work as needed and approved by immediate supervisor.

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.

Breaks

Please refer to the following collective bargaining agreements:

"Contractual agreement between the Board of Education of Valley View Community Unit School District 365U and the Valley View Council of Local 604 American Federation of Teachers, AFL-CIO";

"Agreement between the Board of Education of the Valley View School District 365U and Local 3057 Region 2 Council 31, American Federation of State, County and Municipal Employees, AFL-CIO";

"Agreement between Valley View Office Personnel Council Aft-Local 604, IFT/AFT, AFL-CIO and the Board of Education of School District #365U";

"Valley View Community Unit School District 365U Policies and Procedures regarding Food Services Personnel."

The District accommodates employees who are nursing mothers according to provisions in the Nursing Mothers in the Workplace Act, P.A. 92-0068.

For employees not covered by these agreements:

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.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §207 et seq.
820 ILCS 105/1 et seq. and 260/1 et seq.
105 ILCS 5/10-20.14a, 5/10-22.34, and 5/10-23.5.

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act)

ADOPTED: September 8, 1997

AMENDED: November 12, 2001

REVIEWED: May 18, 2009
(no change)