

## **Educational Support Personnel**

### **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 workday. The District accommodates employees who are nursing mothers according to provisions in the Nursing Mothers in the Workplace Act.

### **Schedules and Employment Year**

#### **Secretaries**

Full-year secretaries will work 7 ½ hours each day during the school year except Friday when they will work 7 hours for a total of 37 hours per week. During the summer months they will work 7 ¾ hours each day except Friday when they will work 4 hours for a total of 35 hours per week. They shall have off holidays listed in policy 5:330.

11-month secretaries will work 7 ½ hours each day during the school year except Friday when they will work 7 hours for a total of 37 hours per week. During the summer months they will work 7 ¾ hours each day except Friday when they will work 4 hours for a total of 35 hours per week. They will not work during Christmas break, Spring break or the month of July. They shall have off holidays listed in policy 5:330.

Part-year elementary secretaries will work 7 hours each day during the school year except Friday when they will work 6 ½ hours for a total of 34.5 hours per week. She/he is to work 195 days per year (10 days before school begins – 180 school days - 5 days after school is dismissed) plus the paid holidays listed in policy 5:330).

Part-year secondary secretaries will work 7 ½ hours each day during the school year except Friday when they will work 7 hours for a total of 37 hours per week. She/he is to work 195 days per year (10 days before school begins – 180 school days - 5 days after school is dismissed) plus the paid holidays listed in policy 5:330).

Part-time guidance secretaries will work 4 hours per day. She/he is to work 190 days per year (5 before school begins – 180 school days- 5 days after school is dismissed) plus the paid holidays listed in policy 5:330).

Half-time secretaries will work 4 hours per day with times to be determined by the building principal. They are to work 180 days per year plus the paid holidays listed in policy 5:330. Additional days will be determined by the Principal and Superintendent.

Media aides will work seven hours per day for 179 teacher contact days (no P/T conference day) plus the paid holidays as listed in policy 5:330.

The secretaries' insurance to be paid will be determined annually by the Board of Education.

Part-time secretaries receive appropriate holidays on a pro-rata basis.

### Custodians

All custodians shall be under the general supervision of the Superintendent, but must carry out the direction of the principal of their school.

During the regular school year, the hours for work for day custodians will *generally* be Monday through Friday from 7:00 A.M. to 4:00 P.M. The exact times may change at the discretion of the immediate supervisor as long as the total hours remain the same.

During the regular school year, the hours for work for night custodians who are full time will generally be: during the regular school year – Monday through Friday from 2:00 P.M. to 11:00 P.M. The exact times may change at the discretion of the immediate supervisor as long as the total hours remain the same.

During the three summer months for all custodians, the hours will be from 6:00 A.M. to 4:00 P.M. on Monday through Thursday and 6:00 A.M. to 10:00 A.M. on Friday.

On all days when school is in session, the custodian must see that all exits are unlocked and ready for rapid egress.

The custodian is charged to a great degree with the safety of pupils and teachers. It is his/her duty to be courteous and helpful to teachers, pupils or visitors at all times, and render assistance whenever possible. It should be the duty of all janitors to report all wrongdoing or disorderly conduct in and about the school premises.

The buildings must be checked on weekends and holidays. The custodian who checks the building will be paid at a rate according to the present contractual agreement.

### Cooks

All cooks will be under the direct supervision of the building principal and a Head Cook.

The cooks will work only when school is in session, except for night and special activities.

The hours of work will be according to the existing circumstances of each school. The average working day for a full-time cook is from 8:00 A.M. to 2:30 P.M. with one-half hour off for lunch. The hours for part-time cooks are assigned according to the needs of each school.

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