

**BRIDGMAN PUBLIC SCHOOLS**  
**SUPPORT STAFF EMPLOYEE HANDBOOK**

(Effective July 1, 2016)

**BRIDGMAN PUBLIC SCHOOLS  
SUPPORT STAFF  
EMPLOYEE HANDBOOK**

**- INTRODUCTION -**

The purpose of this handbook is to offer prospective and current support staff employees information regarding their employment with Bridgman Public Schools. Employment of support staff is defined in the Bridgman Public Schools Board of Education Policy #4120. If, after reading this handbook, you have specific questions, please refer them to the Superintendent's Office.

**NON DISCRIMINATION CLAUSE:**

It is the policy of the Bridgman Public Schools not to discriminate in its policies and practices with respect to compensation, terms, or conditions of employment on the basis of race, color, national origin, sex, disability, age, religion, height, weight, marital status, military status, ancestry, or other legally protected characteristics which does not impair an individual's ability to perform adequately in that individual's particular position or activity.

## **Bridgman Public Schools BENEFITS FOR SUPPORT STAFF EMPLOYEES**

All employees receive the following benefits in compliance with the laws, rules, and regulations of the State and Federal Government. **Please refer to your job title for other benefits you may be eligible for.**

- I. **Terms of Employment:** This employee handbook is not an employment contract between the Bridgman Public Schools and its support staff employees. No employee, supervisor, administrator or other person, except for the Board of Education, has the authority to enter into any employment agreement on behalf of the School District for any specified period of time, pursuant to any particular conditions, or to make agreements contrary to the terms expressed in this Handbook.

The Bridgman Public Schools employs its support staff on an at-will basis. This means that the employment relationship is for an indefinite period of time and can be terminated at any time by the School District or the support staff employee, with or without cause and with or without notice.

The contents of this handbook and all policies, regulations and benefits contained in this handbook are subject to change or elimination at the Bridgman Public Schools' discretion and without prior notice.

- II. **Retirement:** The District pays the contribution to the Michigan Public Schools Employees' Retirement System.
- III. **FICA (Social Security):** The District pays a matching amount of the FICA tax to the Social Security Administration.
- IV. **Worker's Compensation:** The District purchases Worker's Compensation insurance for all employees.
- V. **Jury Duty:** Employees who are summoned for jury duty will be paid their normal daily rate less court compensation excluding mileage. (Auditorium Assistant and Pool Staff may reschedule their working hours to accommodate jury duty or accept court compensation in lieu of their normal daily rate.) Employee must turn in copy of court check to receive compensation.
- VI. **Sick Leave:** This benefit will be available when needed by the employee when the employee is absent because of acute personal illness or incapacity in which the employee has no reasonable control, or immediate family illness\* or injury. The Employer may require verification of illness or medical clearance to return to work. Up to three (3) days per year will be granted to care for a serious illness of an immediate family member.

VII. **Family and Medical Leave Act (FMLA)**: To the extent required by the provisions of the federal Family and Medical Leave Act, an employee shall be granted leave for the purposes and subject to the terms and conditions as provided by that law.

VIII. **Bereavement Leave\***: A maximum of five (5) days leave per incident will be paid at the discretion of the supervisor. Bereavement leave is not cumulative.

\*Note: "a member of the household or a person with whom one has had an association equivalent to family ties" for the purposes of determining eligibility for Family Illness or Bereavement Leave.

IX. **Vacation**: Employee is granted paid vacation time off of work as stated under each position in this manual. Vacation will need to be used before December 31<sup>st</sup> of the next year.

X. **Paid Holidays**: To be eligible to receive holiday pay as noted below, the employee must have completed their regularly scheduled work day preceding the holiday and their regularly scheduled work day following the holiday. Exceptions will be made if the employee is on paid vacation or paid sick leave on a work day preceding or following a holiday.

The ten (10) holidays are:

- |                           |                       |
|---------------------------|-----------------------|
| (a) Independence Day      | (f) Presidents' Day** |
| (b) Labor Day (1 day)     | (g) Good Friday**     |
| (c) Thanksgiving (2 days) | (h) Memorial Day      |
| (d) Christmas (2 days)    |                       |
| (e) New Year's Day        |                       |

The nine (9) holidays are:

- |                           |                       |
|---------------------------|-----------------------|
| (a) Labor Day (1 day)     | (e) Presidents' Day** |
| (b) Thanksgiving (2 days) | (f) Good Friday**     |
| (c) Christmas (2 days)    | (g) Memorial Day      |
| (d) New Year's Day        |                       |

\*\*Due to the increase in student days, Presidents' Day and Good Friday are now work days and eligible employees will be allowed to have 2 "floating" holidays in place of these.

The four (4) holidays are:

- |                           |                        |
|---------------------------|------------------------|
| (a) Thanksgiving (2 days) | (b) Christmas (2 days) |
|---------------------------|------------------------|

- XI. **Snow Days**: Employees with vacation days have a choice of using a vacation day with pay or taking an unpaid day off.

Employees without vacation days have a choice of using a personal day with pay or taking an unpaid day off. Personal Days do not accumulate and must be used in the fiscal year granted.

- XII. **Insurance**: Employee is granted insurance benefits as stated under each position in this manual.

The District shall contribute toward Long-Term Disability Insurance. Benefits shall be paid at seventy percent (70%) of wages up to a monthly maximum of three thousand dollars (\$3,000.00) and shall begin after a sixty (60) day waiting period.

The District shall contribute toward Term Life Insurance protection in the amount of fifty thousand dollars (\$50,000.00), which shall be paid to the employee's designated beneficiary in the event of the employee's death. The plan shall include Accidental Death and Dismemberment (AD&D) and waiver of premiums. The District shall contribute toward Dependent Term Life Insurance protection in the amount of two thousand dollars (\$2,000.00) for the employee's spouse.

For full-time employees hired after July 1, 2004, the District will provide health insurance for the employee. As of July 1, 2016, employees will be responsible for 22% of the premiums.

In lieu of medical insurance, the employee will receive three hundred dollars (\$300.00) per month:

The employee must meet insurability requirements established by the District's designated carrier to assure any of the insurance coverage set forth above.

IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO NOTIFY THE BUSINESS OFFICE OF ANY CHANGES IN HIS/HER FAMILY DEPENDENCY STATUS WITHIN TEN (10) DAYS OF SAID CHANGE.

Employees transferring from a school year position to a full year position shall receive prorated benefits for the time in each position.

**Central Office Specialist  
2016-2017**

Any person hired after July 1, 2013 will be hired at **\$14.62/hr with NO steps available.**

Current Wages: **\$20.13/hr**

**40 hours per week**, 52 weeks per year.

Benefits:

- I. Retirement
- II. Insurance: Group health and hospitalization, dental, vision, life, dependent life, and long term disability insurance, or cash in lieu of insurance per Section 125 of the Internal Revenue Code.
- I. Sick leave: Ten (10) days per year worked cumulative to a maximum of one hundred (100) days.
- IV. Bereavement Leave: See page 2 of handbook.
- V. Paid Holidays: Ten (10) paid holidays.
- VI. Vacation: Ten (10) days per year during the first five (5) years of employment. Fifteen (15) days per year beginning the sixth year of employment.

**Middle School Principal's Secretary  
2016-2017**

Any person hired after July 1, 2013 will be hired at **\$12.23/hr with NO steps available.**

Current Wages: **\$15.83/hr**

**40 hours per week**, 210 days per school year maximum.

Reports to: Middle School Principal

Benefits:

- I. Retirement
- II. Insurance: Group health and hospitalization, dental, vision, life, dependent life, and long term disability insurance, or cash in lieu of insurance per Section 125 of the Internal Revenue Code.
- III. Sick leave: Eight (8) days per year worked cumulative to a maximum of one hundred (100) days.
- IV. Bereavement Leave: See page 2 of handbook.
- V. Paid Holidays: Nine (9) paid holidays.
- VI. Personal Days: Two (2) personal days.

**Elementary School Year Secretary  
2016-2017**

Any person hired after July 1, 2013 will be hired at **\$11.37/hr with NO steps available.**

Current Wages: **\$15.44/hr**

**35 hours per week, or as assigned by Building Principal, 200 days per school year maximum.**

Reports to: Elementary Principal

Benefits:

- I. Retirement
- II. Insurance: Group health and hospitalization, dental, vision, life, dependent life, and long term disability insurance, or cash in lieu of insurance per Section 125 of the Internal Revenue Code.
- III. Sick leave: Eight (8) days per year worked cumulative to a maximum of one hundred (100) days.
- IV. Bereavement Leave: See page 2 of handbook.
- V. Paid Holidays: Nine (9) paid holidays.
- VI. Personal Days: Two (2) personal days.

**Library/Teacher/Special Education/At-Risk/Title I/  
In School Suspension/Supervision Aides  
2016-2017**

Wages: **\$8.90/hr**

**Hours as assigned by Building Principal**, 181.5 days per school year maximum.

Reports to: Building Principal

Benefits:

- I. Retirement
- II. Insurance: Group health and hospitalization, dental, vision, and long term disability insurance, or cash in lieu of insurance per Section 125 of the Internal Revenue Code. Cash in lieu is \$5,688/ year spread out over the school year. If insurance is accepted, employee will need to make arrangements to pay premium over the summer months.
- III. Sick Leave: Five (5) days per year worked cumulative to a maximum of thirty (30) days.
- IV. Bereavement Leave: See page 2 of handbook.
- V. Paid Holidays: Four (4) paid holidays.
- VI. Personal Days: Two (2) personal days.

**Maintenance Technician  
2016-2017**

Any person hired after July 1, 2016 will be hired at **\$22.50/ hr with NO steps available.**

Current Wages: **\$22.50/hr**

**40 hours per week, 52 weeks per year**

Reports to: Superintendent/Business Manager

Benefits:

- I. Retirement
- II. Insurance: Group health and hospitalization, dental, vision, life, dependent life, and long term disability insurance, or cash in lieu of insurance per Section 125 of the Internal Revenue Code.
- III. Sick leave: Ten (10) days per year worked cumulative to a maximum of one hundred (100) days.
- IV. Bereavement Leave: See page 2 of handbook.
- V. Paid Holidays: Ten (10) paid holidays.
- VI. Vacation: Ten (10) days per year during the first five (5) years of employment. Fifteen (15) days per year beginning the sixth year of employment.

**Aquatic Staff  
2016-2017**

Wages: Per Hour

Lifeguard	\$ 8.90/hr
WSI	\$ 11.00/hr
Coaching	\$ 11.00/hr
Senior Staff	\$ 11.00/hr

**Hours as assigned by the Aquatics Manager, but hours not to exceed 29 hours per week.**

Reports to: Aquatics Manager