

**SUPPORT STAFF EMPLOYEE HANDBOOK
FOR 3RD PARTY EMPLOYEES AT
BRIDGMAN PUBLIC SCHOOLS**

(Effective July 1, 2018)

SUPPORT STAFF EMPLOYEE HANDBOOK

- INTRODUCTION -

The purpose of this handbook is to offer prospective and current support staff employees information regarding their employment with EduStaff.

NON DISCRIMINATION CLAUSE:

It is the policy of EduStaff and 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.

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 EduStaff and its support staff employees.

EduStaff 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 EduStaff 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 EduStaff's discretion and without prior notice.

- II. **FICA (Social Security):** EduStaff pays a matching amount of the FICA tax to the Social Security Administration.
- III. **Worker's Compensation:** EduStaff purchases Worker's Compensation insurance for all employees.

ALL employees are eligible for the following benefits:

- I. **Jury Duty:** Employees who are summoned for jury duty will be paid their normal daily rate less court compensation excluding mileage. Employee must turn in copy of court check to receive compensation.
- II. **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.
- III. **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.

- IV. **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 an approved paid day off preceding and/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 | |

The four (4) holidays are:

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

**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.

- V. **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.

Custodial expectations on Snow Days are as follows: Day shift custodians are expected to report to work no later than 2 hours after their scheduled shift start time and second shift custodians are expected to report to work at their scheduled shift start time (unless otherwise instructed).

- VI. **Overtime:** Overtime will be paid for any hours worked during a normal week (Sunday-Saturday) above 40 hours. Overtime hours are calculated on "worked" hours only. Paid holiday, vacation, personal and sick leave hours taken by an employee are not used to calculate overtime because these hours are not actually "worked." **All overtime requires permission of your immediate supervisor.**

Employees are eligible for the following benefits ONLY if it is listed on their job description:

- I. **Sick Days**: 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.
- II. **Personal Days**: This benefit will be available when needed by the employee when the employee is absent for personal reasons.
- III. **Vacation**: Employee is granted paid vacation time off of work as stated under each position in this manual.

*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.

**Payroll Clerk
2018-2019**

Any person hired after July 1, 2017 will be hired at **\$12.85/hr.**

Benefits:

1. Sick leave: Ten (10) days per year worked cumulative to a maximum of one hundred (100) days.
2. Bereavement Leave: See page 2 of handbook.
3. Paid Holidays: Ten (10) paid holidays.
4. 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.

**Food Service Staff
2018-2019**

**LEVEL 1: \$11.34
LEVEL 2: \$12.02
LEVEL 3: \$12.74
LEVEL 4: \$13.51
LEVEL 5: \$14.26****

Maximum of 35 hours per week, 180 days per school year maximum.

Benefits: *

1. Sick Days: Five (5) days per year worked cumulative to a maximum of thirty (30) days.
 - a. An employee in this classification who does not use his/her yearly allotted sick days (5), may return the yearly allotted sick days (5) back to the district for full compensation on the last day of the school year.
2. Bereavement Leave: See page 1 of handbook.
3. Paid Holidays: Four (4) paid holidays.
4. Personal Days: Two (2) personal days.
 - a. An employee in this classification who does not use his/her yearly allotted personal days (2), may return the yearly allotted personal days (2) back to the district for full compensation on the last day of the school year.
5. Uniforms: Maximum forty dollars (\$40.00) reimbursement for uniform purchase.

*Benefits do not apply to substitutes.

**Level 5 will receive \$400 stipend yearly on anniversary date
Level advancement is contingent on satisfactory evaluation

**Transportation Drivers
2018-2019**

Bus Drivers: Any person hired after July 1, 2013 will be hired at **\$15.23/hr.**
Any person hired before July 1, 2013 wage: **\$18.14/hr**

Van Drivers: Any person hired after July 1, 2017 will be hired in at **\$11.04/hr.**
Any person hired before July 1, 2017 wage: **\$15.23/hr**

Training - Bus	\$15.23/hr	Washing Bus (66 pass.):	\$15.23/hr
Training – Van	\$11.04/hr	Washing Other:	\$11.04/hr
Sub Pay – Bus	\$15.23/hr		
Sub Pay - Van	\$11.04/hr		

Hours as assigned by the Transportation Supervisor.

Benefits: *

1. Sick Days: Five (5) per year worked cumulative to a maximum of thirty (30) days.
 - a. An employee in this classification who does not use his/her yearly allotted sick days (5), may return the yearly allotted sick days (5) back to the district for full compensation on the last day of the school year.
2. Bereavement Leave: See page 1 of handbook.
3. Paid Holidays: Four (4) paid holidays.
4. Personal Days: Two (2) personal days.
 - a. An employee in this classification who does not use his/her yearly allotted personal days (2), may return the yearly allotted personal days (2) back to the district for full compensation on the last day of the school year.
5. License Fee: The cost above a regular operator's license fee will be reimbursed.
6. Physicals: Only physicals that are done through Southwestern Medical Clinic will be paid for.
7. Longevity Pay:
 - a. Years 5-9 --- \$200 stipend payable yearly on anniversary date
 - b. Years 10-19 --- \$400 stipend payable yearly on anniversary date
 - c. Years 20+ --- \$600 stipend payable yearly on anniversary date

*Benefits do not apply to substitutes.

**Superintendent's Secretary
2018-2019**

Any person hired after July 1, 2013 will be hired at **\$17.29/hr.**

18-20 hours/week

Benefits:

1. Sick Days: Ten (10) days per year worked cumulative to a maximum of one hundred (100) days.
2. Bereavement Leave: See page 1 of handbook.
3. Paid Holidays: Ten (10) paid holidays.
4. Vacation: Ten (10) days per year during the first (5) years of employment. Fifteen (15) days per year beginning the sixth year of employment.

**School Secretary
2018-2019**

Wages: **\$16.85/hr.**

Reports to: Building Principal

Benefits:

1. Sick Days: Eight (8) days per year worked cumulative to a maximum of one hundred (100) days.
2. Bereavement Leave: See page 1 of handbook.
3. Paid Holidays: Nine (9) paid holidays.
4. Personal Days: Two (2) personal days.

200 Day Secretary

30-40 hours per week or as assigned by Building Principal

210 Day Secretary

40 hours per week

240 Day Secretary

40 hours per week

**Custodian
2018-2019**

**LEVEL 1: \$11.34
LEVEL 2: \$12.02
LEVEL 3: \$12.74
LEVEL 4: \$13.51
LEVEL 5: \$14.72****

40 hours per week, 52 weeks per year

Benefits:

1. Sick Days: Five (5) days per year worked cumulative to a maximum of thirty (30) days.
 - a. An employee in this classification who does not use his or her yearly allotted sick days (5) may return the yearly allotted sick days (5) back to the district for full compensation on the last day of the school year.
2. Bereavement Leave: See page 1 of handbook
3. Paid Holidays: Ten (10) paid holidays
4. Vacation: Five (5) days per year. Ten (10) days per year after Level 5 is achieved.
5. Uniforms: Maximum forty dollars (\$40.00) reimbursement for uniform purchase.

*Benefits do not apply to substitutes

**Level 5 will receive \$400 stipend yearly on anniversary date
Level advancement is contingent on satisfactory evaluation

**Auditorium Technician
2018-2019**

Wages: **\$ 15.77** per hour for school events
 \$ 26.29 per hour for non-school events

Hours assigned as needed by the High School Principal.