

**SUPPORT STAFF EMPLOYEE HANDBOOK**  
**FOR 3<sup>RD</sup> PARTY EMPLOYEES AT**  
**BRIDGMAN PUBLIC SCHOOLS**

(Effective July 1, 2020)

# **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, in partnership with Bridgman Public Schools.

### **NON DISCRIMINATION CLAUSE:**

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

## 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.

\*Please also see EduStaff Employee Handbook (linked to your online Access account) for further information and policies.

- 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.

Support Staff through EduStaff working in Bridgman as 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) President's Day
(b) Labor Day	(g) Memorial Day
(c) Thanksgiving (2 days)	(h) Floating Holiday (1 day)
(d) Christmas (2 days)	
(e) New Year's Day	

The nine (9) holidays are:

(a) Labor Day	(e) President's Day
(b) Thanksgiving (2 days)	(f) Memorial Day
(c) Christmas (2 days)	(g) Floating Holiday (1 day)
(d) New Year's Day	

The six (6) holidays are:

(a) Labor Day	(c) Christmas (2 days)
(b) Thanksgiving (2 days)	(d) Memorial Day

- 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 District 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.
- 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.

**Food Service Staff  
2020-2021**

**LEVEL 1: \$11.56  
LEVEL 2: \$12.26  
LEVEL 3: \$12.99  
LEVEL 4: \$13.78  
LEVEL 5: \$14.54  
LEVEL 6: \$15.05**

**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 3 of handbook.
3. Paid Holidays: Six (6) 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 advancement is contingent on satisfactory evaluation

**Transportation Drivers  
2020-2021**

**Bus Drivers:** Any person hired after July 1, 2013 will be hired at **\$15.85/hr.**  
Any person hired before July 1, 2013 wage: **\$18.87/hr**

**Van Drivers:** Any person hired after July 1, 2017 will be hired in at **\$11.48/hr.**  
Any person hired before July 1, 2017 wage: **\$15.85/hr**

Training - Bus	<b>\$15.85/hr</b>	Washing Bus (66 pass.):	<b>\$15.85/hr</b>
Training – Van	<b>\$11.49/hr</b>	Washing Other:	<b>\$11.48/hr</b>
Sub Pay – Bus	<b>\$11.85/hr</b>		
Sub Pay - Van	<b>\$11.48/hr</b>		

**Hours as assigned by the Superintendent**

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 3 of handbook.
3. Paid Holidays: Six (6) 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.

\*Benefits do not apply to substitutes.

**School Secretary  
2020-2021**

Wages: **\$17.53/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 3 of handbook.
3. Paid Holidays: Nine (9) paid holidays.
4. Personal Days: Three (3) 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  
2020-2021**

**LEVEL 1: \$11.56  
LEVEL 2: \$12.26  
LEVEL 3: \$12.99  
LEVEL 4: \$13.78  
LEVEL 5: \$15.01  
LEVEL 6: \$15.52**

**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 3 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 advancement is contingent on satisfactory evaluation

**Auditorium Technician  
2020-2021**

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.**

**Aquatic Staff  
2020-2021**

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

Reports to Assistant Aquatic Manager

**Wages: Per Hour**

Lifeguards	Current Minimum Wage
WSI	\$12.03/hr.
Coaching	\$11.80/hr.
Senior Staff	\$11.80/hr.

# ACKNOWLEDGEMENT OF RECEIPT

My signature below indicates that I have received a copy of the Bridgman Public Schools EduStaff Handbook.

I understand that this handbook contains information regarding the rules, regulations and benefits which affect me as an employee working with Bridgman Public Schools.

I acknowledge that I have read and understood Bridgman Public Schools and EduStaff policies.

I also understand that Bridgman Public Schools may revise, supplement or rescind policies, procedures or benefits described in the manual, with or without notice.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_