



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

(Effective July 1, 2021)

**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:**

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or gender 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.

# 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 released from work for that purpose. Once the Employee provides the Supervisor of Business Services with any pay received from the Court, excluding mileage and travel fees, the employee will be paid their regular wages. (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.)
- VI. **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.
- 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 Days\*:** A maximum of five (5) days leave per incident will be paid at the discretion of the supervisor. Bereavement leave is not cumulative.

- 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 eleven (11) holidays are:

(a) Independence Day	(f) New Year's Day
(b) Labor Day	(g) Martin Luther King Day
(c) Thanksgiving (2 days)	(h) Memorial Day
(d) Christmas (2 days)	(i) Floating Holiday (1 day)
(e) New Year's Eve	

The ten (10) holidays are:

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

- XI. **Paid Time Off (PTO)** – All time off for personal days and sick days are now accumulated into one paid time off account.
- All employees will be given ten (10) PTO days at the start of each school year.
  - Number of Days are subject to proration for employees that don't start at the beginning of a school year
  - Cumulative to a maximum of one hundred (100) days
  - An employee who does not use his/her yearly allotted Paid Time Off (PTO) may return the yearly allotted PTO days (10 days) back to the district for full compensation on the last day of the school year.

- XII. **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.

- XIII. **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.**

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

The District shall contribute toward Long-Term Disability Insurance.

Employees will be responsible for 20% of the premiums.

In lieu of medical insurance, the employee will receive five hundred dollars (\$500.00) per month, unless otherwise indicated

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.

\*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.

**Superintendent's Secretary/Accounts Payable  
2021-2022**

Wages: **\$17.53/hr.**

40 Hours/Week

Benefits:

1. Retirement
2. 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. Cash in lieu is \$6,000/year spread out over the school year.
3. Sick Days: Ten (10) days per year worked cumulative to a maximum of one hundred (100) days.
4. Bereavement Days: See page 4 of handbook.
5. Paid Holidays: Eleven (11) paid holidays.
6. Vacation Days: Ten (10) days per year during the first five (5) years of employment. Fifteen (15) days per year beginning the sixth year of employment.

**Business Office Assistant  
2021-2022**

Wages: **\$16.64/hr.**

Benefits:

1. Retirement
2. 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. Cash in lieu is \$6,000/year spread out over the school year.
3. Sick Days: Ten (10) days per year worked cumulative to a maximum of one hundred (100) days.
4. Bereavement Days: See page 4 of handbook.
5. Paid Holidays: Eleven (11) paid holidays.
6. Vacation Days: Ten (10) days per year during the first five (5) years of employment. Fifteen (15) days per year beginning the sixth year of employment.

**School Secretary  
2021-2022**

Wages: **\$17.88/hr.**

Reports to Building Principal

Benefits:

1. Retirement
2. 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. Cash in lieu is \$6,000/year spread out over the school year. If insurance is accepted, employee will need to make arrangements to pay premium over the summer months.
3. Bereavement Days: See page 4 of handbook.
4. Paid Holidays: Ten (10) paid holidays.
5. Paid Time Off (PTO): See page 4 of handbook

**200 Day Secretary**

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

**210 Day Secretary**

40 hours per week



**Paraprofessionals  
2021-2022**

Wages: **\$10.51/hr.**

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

Reports to Building Principal

Benefits:

1. Retirement
2. 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 \$6,000/ year spread out over the school year. If insurance is accepted, employee will need to make arrangements to pay premium over the summer months.
3. Bereavement Days: See page 4 of handbook.
4. Paid Holidays: Ten (10) paid holidays
5. Paid Time Off (PTO): See page 4 of handbook

**Grounds Technician  
Maintenance Technician  
2021-2022**

Wages: **\$25.11/hr.**

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

Grounds Technician – Reports to Athletic Director/Community Recreation Director  
Maintenance Technician - Reports to Assistant Superintendent

Benefits:

1. Retirement
2. 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. Cash in lieu is \$6,000/ year spread out over the school year.
3. Sick Days: Ten (10) days per year worked cumulative to a maximum of one hundred (100) days.
4. Bereavement Days: See page 4 of handbook.
5. Paid Holidays: Eleven (11) paid holidays
6. Vacation Days: Ten (10) days per year during the first five (5) years of employment. Fifteen (15) days per year beginning the sixth year of employment.
7. Cell Phone Stipend: Employee(s) will receive a monthly cell phone stipend of \$25

**Bus Mechanic/Transportation Coordinator  
2021-2022**

Wages: **\$25.11/hr.**

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

Reports to Superintendent

Benefits:

1. Retirement
2. 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. Cash in lieu is \$6,000/ year spread out over the school year.
3. Sick Days: Ten (10) days per year worked cumulative to a maximum of one hundred (100) days.
4. Bereavement Days: See page 4 of handbook.
5. Paid Holidays: Eleven (11) paid holidays.
6. Vacation Days: Ten (10) days per year during the first five (5) years of employment. Fifteen (15) days per year beginning the sixth year of employment.
7. License Fee: The cost above a regular operator's license fee will be reimbursed.
8. Physicals: Only physicals that are done through Lakeland Occupational Health will be paid for.
9. Uniform Allowance: Uniform expense is covered for this position.
10. Cell Phone Stipend: Employee will receive a monthly cell phone stipend of \$25

**Aquatic Staff  
2021-2022**

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

Reports to Aquatic Manager and/or Assistant Aquatic Manager

**Wages: Per Hour**

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

# **ACKNOWLEDGEMENT OF RECEIPT OF SUPPORT STAFF HANDBOOK**

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

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

I acknowledge that I have read and understood Bridgman Public Schools 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 \_\_\_\_\_