



**SUPPORT STAFF EMPLOYEE HANDBOOK**

**FOR 3<sup>RD</sup> PARTY EMPLOYEES AT**

**BRIDGMAN PUBLIC SCHOOLS**

(Effective July 1, 2022)

# **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 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.

## 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 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.).
- 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, provided by that law.
- III. **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.

- 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 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 King Day
(c) Christmas (2 days)	(g) Memorial Day
(d) New Year's Eve	(h) Floating Holiday (1 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. **Vacation Days:** Employee is granted paid vacation time off of work as stated under each position in this manual.
- III. **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.

\*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  
2022-2023**

**LEVEL 1: \$12.03  
LEVEL 2: \$12.76  
LEVEL 3: \$13.52  
LEVEL 4: \$14.35  
LEVEL 5: \$15.13  
LEVEL 6: \$15.66**

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

Benefits: \*

1. Bereavement Days: See page 3 of handbook.
2. Paid Holidays: Ten (10) paid holidays
3. Uniform Allowance: Maximum forty dollars (\$40.00) reimbursement for uniform purchase
4. Paid Time Off (PTO): See page 5 of the handbook

\*Benefits do not apply to substitutes.

\*\*Level advancement is contingent on satisfactory evaluation

**Transportation Drivers  
2022-2023**

**Bus Drivers:** Any person hired after July 1, 2013 will be hired at **\$17.00/hr.**  
Any person hired before July 1, 2013 wage: **\$20.00/hr**

**Van Drivers:** Any person hired after July 1, 2017 will be hired in at **\$11.95/hr.**  
Any person hired before July 1, 2017 wage: **\$17.00/hr**

Training - Bus	<b>\$17.00/hr</b>	Washing Bus (66 pass.):	<b>\$17.00/hr</b>
Training – Van	<b>\$11.95/hr</b>	Washing Other:	<b>\$11.95/hr</b>
Sub Pay – Bus	<b>\$17.00/hr</b>		
Sub Pay - Van	<b>\$11.95/hr</b>		

**Hours as assigned by the Superintendent**

Benefits: \*

1. Bereavement Days: See page 3 of handbook.
2. Paid Holidays: Ten (10) paid holidays.
3. License Fee: The cost above a regular operator's license fee will be reimbursed.
4. Physicals: Only physicals that are done through Lakeland Occupational Health will be paid for.
5. Paid Time Off (PTO): See page 5 of the handbook

\*Benefits do not apply to substitutes.

**School Secretary  
2022-2023**

Wages: **\$18.24/hr.**

Reports to: Building Principal

Benefits:

1. Bereavement Days: See page 3 of handbook.
2. Paid Holidays: Ten (10) paid holidays.
3. Paid Time Off (PTO): See page 5 of the handbook

**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  
2022-2023**

**LEVEL 1: \$12.03  
LEVEL 2: \$12.76  
LEVEL 3: \$13.52  
LEVEL 4: \$14.35  
LEVEL 5: \$15.62  
LEVEL 6: \$16.15**

**Benefits:**

1. Sick Days: Ten (10) days per year worked cumulative to a maximum of one hundred (100) days. An employee in this classification who does not use his or her yearly allotted sick days (10) may return the yearly allotted sick days (10) back to the district for full compensation on the last day of the school year.
2. Bereavement Days: See page 3 of handbook
3. Paid Holidays: Eleven (11) paid holidays
4. 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.
5. Uniform Allowance: Maximum forty dollars (\$40.00) reimbursement for uniform purchase.

\*Benefits do not apply to substitutes

\*\*Level advancement is contingent on satisfactory evaluation

**Auditorium Technician  
2022-2023**

Wages:       **\$ 16.09** per hour for school events  
                  **\$ 26.82** per hour for non-school events

**Hours assigned as needed by the High School Principal.**

**Aquatic Staff  
2022-2023**

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

Reports to Assistant Aquatic Manager

**Wages: Per Hour**

Lifeguards	\$11.00/hr.
WSI	\$14.00/hr.
Coaching	\$14.00/hr.
Senior Staff	\$14.00/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 for EduStaff at Bridgman Public Schools.

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

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

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

Signature \_\_\_\_\_

Date \_\_\_\_\_