

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

(Effective July 1, 2025)

# **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 Business Manager with any pay received from the Court, excluding mileage and travel fees, the employee will be paid their regular wages. (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) Presidents' Day
(d) Christmas (2 days)	(i) Memorial Day
(e) New Year's Eve	

The ten (10) holidays are:

(a) Labor Day	(f) Martin Luther King Day
(b) Thanksgiving (2 days)	(g) Presidents' Day
(c) Christmas (2 days)	(h) Memorial Day
(d) New Year's Eve	
(e) New Year's 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 PTO 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, PTO 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:** Employee is granted paid sick time off of work as stated under each position in this manual. 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)**: Employee is granted paid time off of work as stated under each position in this manual. 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.

**Business Office Assistant  
2025-2026**

Wages: **\$23.88**

Reports to Superintendent

Benefits: \*

1. Bereavement Days: See page 3 of handbook.
2. Paid Holidays: Eleven (11) paid holidays.
3. Sick Days: Ten (10) days per year worked cumulative to a maximum of one hundred (100) days.
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.

**Food Service Staff  
2025-2026**

**LEVEL 1: \$15.00  
LEVEL 2: \$16.00  
LEVEL 3: \$17.60**

**Maximum of 35 hours per week**, 180 days per school year maximum.  
Reports to Food Service Director

Benefits: \*

5. Bereavement Days: See page 3 of handbook.
6. Paid Holidays: Ten (10) paid holidays.
7. Uniform Allowance: Maximum forty dollars (\$40.00) reimbursement for uniform purchase.
8. Paid Time Off (PTO): See page 4-5 of the handbook.
9. Longevity Pay: The Board of Education will provide a longevity incentive to those third party employees who continue working for the District. Credit towards longevity will include one-hundred dollars (\$100.00) for each year of service to the District after the completion of year ten (10). The longevity incentive will be paid at the end of each school year.

\*Benefits do not apply to substitutes.

\*\*Level advancement is contingent on satisfactory evaluation.

**Transportation Drivers  
2025-2026**

**Bus Drivers: \$22.00/hr**

**Van Drivers: \$16.80/hr.**

Training - Bus	<b>\$22.00/hr.</b>	Washing Bus (66 pass.):	<b>\$22.00/hr.</b>
Training – Van	<b>\$16.80/hr.</b>	Washing Other:	<b>\$16.80/hr.</b>
Sub Pay – Bus	<b>\$22.00/hr.</b>		
Sub Pay - Van	<b>\$16.80/hr.</b>		

Reports to 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: **The Board of Education will reimburse bus drivers for the cost of required DOT physicals upon submission of a valid receipt.**
5. Paid Time Off (PTO): See page 4-5 of the handbook.
6. Longevity Pay: The Board of Education will provide a longevity incentive to those third party employees who continue working for the District. Credit towards longevity will include one-hundred dollars (\$100.00) for each year of service to the District after the completion of year ten (10). The longevity incentive will be paid at the end of each school year.

\*Benefits do not apply to substitutes.

**School Secretary  
2025-2026**

Wages: **\$19.75/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 4-5 of the handbook.
4. Longevity Pay: The Board of Education will provide a longevity incentive to those third party employees who continue working for the District. Credit towards longevity will include one-hundred dollars (\$100.00) for each year of service to the District after the completion of year ten (10). The longevity incentive will be paid at the end of each school year.

**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  
2025-2026**

**LEVEL 1: \$15.00  
LEVEL 2: \$16.00  
LEVEL 3: \$17.60**

Reports to Assistant Superintendent

**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.
6. Longevity Pay: The Board of Education will provide a longevity incentive to those third party employees who continue working for the District. Credit towards longevity will include one-hundred dollars (\$100.00) for each year of service to the District after the completion of year ten (10). The longevity incentive will be paid at the end of each school year.

\*Benefits do not apply to substitutes.

\*\*Level advancement is contingent on satisfactory evaluation.

**Auditorium Technician  
2025-2026**

Wages:       **\$ 16.91** per hour for school events  
              **\$ 28.18** per hour for non-school events

Reports to High School Principal

**Aquatic Staff  
2025-2026**

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

Reports to Aquatic Center Manager

**Wages: Per Hour**

Lifeguards            \$13.29/hr.

Senior Staff            \$15.25/hr.

# ACKNOWLEDGEMENT OF RECEIPT OF EDUSTAFF HANDBOOK

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 \_\_\_\_\_