Support Staff Handbook

The Support Staff Handbook contains information pertaining to policies and practices directly related to support staff positions. Please access the Support Staff Handbook on the BCSC website and familiarize yourself with the information it contains. You may access the Support Staff Handbook at www.bcsc.k12.in.us under Faculty/Staff, HR/Payroll-new, Non-certified(Support) Staff, click on the Support Staff Handbook.

Employee Access

Employee Access is a program BCSC uses to allow employees access to view information on payroll, personal data and time off. Employee Access is accessable using a user id and password that only the employee is given. All BCSC employees have access to this program except employees in any temporary or substitute position. You can access Employee Access at www.bcsc.k12.in.us under Faculty/Staff, Employee Access. You will also find a quick reference guide with log in information at this location for your convenience.

I have received information and instructions on accessing BCSC Support Staff Handbook and instructions on locating BCSC Employee Access. I understand it is my responsibility to familiarize myself with the information within the above mentioned documents.

Printed Name:_____

School:_____

Signature:_____

Date:_____