

ZIONSVILLE COMMUNITY SCHOOLS
ADMINISTRATOR'S ADDENDUM TO CONTRACT

The contract between _____ (Employee) and Zionsville Community Schools (Employer) runs from July 1, 2024 through June 30, 2026. The term will automatically renew for an additional year each February unless the administrator is otherwise notified by the Superintendent or Board of School Trustees. It is agreed and understood that the employee is also entitled to the following leaves and benefits, subject to the conditions and limitations stated herein, as follows:

1. Leave:

- A. Personal Leave – Personal leave is granted to all administrators in the amount of four (4) personal leave days for each contract year. At the end of a contract year a maximum of one unused personal day may be carried forward to the following contract year as personal leave. Any other unused personal leave days at the conclusion of the contract year shall be converted into sick leave days and added to the employees' cumulative sick leave balance. At no time may the total cumulative balance of personal leave days exceed five days. No annual cash out option shall be allowed of any personal leave days.
- B. Sick Leave – Sick leave is granted to all administrators in the amount of fifteen (15) days of sick leave for each contract year. Sick leave shall be annually cumulative, with no annual cash out option.
- C. Vacation Leave – Vacation leave is granted to all administrators assigned to the central office working in year-round roles (260 day work schedule contracts) that have district-wide responsibilities. The amount of vacation leave granted shall be twenty three (23) days of vacation for each contract year. Vacation days may be used during the year upon approval by the Superintendent. Any unused vacation days expire on December 31 following the contract year in which they were granted, with no annual cash out option.
- D. Transfer Sick Days – Accumulated sick days from prior Indiana school districts will be transferred to the employee's ZCS sick leave balance in full upon the first day of employment.

2. Holidays:

Paid holidays as identified in Board Policy 4434 provided to other full year employees shall be granted to administrators assigned to the central office working in year-round roles (full year work schedule contracts) that have district-wide responsibilities.

3. Insurance

- A. Basic Life Insurance - The employer will provide life Insurance with a coverage amount of \$125,000 at the employer's expense. However, it is agreed that the employer and the employee recognize that a portion of such life insurance coverage may be a taxable fringe benefit under current state or federal tax laws, rules or regulations. The employee authorizes the employer to make withholdings of employee's salary if required by applicable federal or state tax regulations for the insurance coverage.
- B. Additional Life Insurance - The employee may purchase additional life insurance coverage through the employer's group life insurance plan at the

employee's expense in the amounts and rates currently provided by the life insurance plan carrier, subject to any limitations, exclusions, or restrictions of the plan carrier.

- C. Long-Term Disability Insurance - The employer will provide Long-term Disability Insurance at the employer's expense.
- D. Health Insurance - The employee may participate in the employer's group health insurance plan under the same terms and conditions of participation as afforded to certified employees covered by the "Bargaining Agreement Between Zionsville Community Schools And Zionsville Educators Association." It is agreed that the employer and employee shall share in the cost of the premium for such coverage at the current premium rates for administrators as promulgated by the employer and as may be amended from time to time.

4. Mileage Reimbursements

The employer will reimburse administrators, at the standard corporation rate, for in-district travel. The employer will reimburse all administrators for mileage at the standard rate for out-of-district business travel.

5. Retirement Benefits

- A. Employer Provided 403(b) Tax Sheltered Annuity - For each semi-monthly payroll period, employer shall provide and deposit an amount equal to two and one-half percent (2.5%) of the employee's gross semi-monthly pay into a 403(b) account for the employee with the employer's group retirement benefit carrier. (The amount of this benefit is included in the base shown on the individual teacher contract.)

Employer shall also provide and deposit into a tax sheltered retirement account for each employee, with a retirement benefit carrier to be selected and designated by employee, the amount of:

\$1,500 for all chief administrators and the high school principal
\$1,000 for all middle school and elementary school principals
\$500 for all athletic directors and other administrators

- B. Employer Provided 401(a) Tax Sheltered Annuity - For each semi-monthly payroll period, employer shall provide and deposit an amount equal to one-half percent (0.5%) of the employee's gross semi-monthly pay into a 401(a) account for the employee with the employer's group retirement benefit carrier.
- C. Voluntary Annuity Participation – Employee may voluntarily elect to designate a portion of employee's salary to be deposited into a tax sheltered annuity account for the employee with a retirement benefit carrier to be selected and designated by employee, subject to the same terms and conditions afforded to all other employees of employer. All applicable federal, state, or local laws, rules, and regulations, specifically including Internal Revenue Service regulations limiting the amounts that may be deferred annually, shall apply to such voluntary tax deferred annuities. It is agreed that employee shall be responsible to ensure compliance with all applicable limitations on deferrals.
- D. HRA/VEBA - For each semi-monthly payroll period, employer shall provide and deposit an amount equal to three-fourths of one percent (0.75%) of the

employee's gross semi-monthly pay into an account for the employee with the employer's HRA/VEBA carrier.

- E. TRF or TRD Alternate – For those administrators eligible for participation in the Indiana State Teachers' Retirement Fund, the employer shall pay both the employee and employer portion of Teachers' Retirement Fund Contributions.

~~For those administrators ineligible for participation in the Indiana State Teachers' Retirement Fund, the employer and employee shall each provide, and the employer shall deposit, a matching amount equal to three percent (3%) of the employee's gross semi-monthly pay into a 403(b) account for the employee with the employer's primary group retirement benefit carrier for classified personnel.~~

- F. Vesting and Regulatory Issues - It is agreed that the vesting schedules in effect with the carriers for the plans listed above, and as may be amended by from time to time, as well as all applicable state or federal laws, rules, or regulations, shall apply to the funds deposited in the retirement accounts enumerated above and shall govern the withdrawal and use of these funds by the employee.

- G. Investment Risks – It is understood and agreed by employer and employee that investments made at the employee's directions of the accounts and funds listed above are subject to investment risks of the financial marketplace, including the risk of loss of principal sums invested, and that all such risks are and shall be borne exclusively by employee.

6. Other Benefits

Other Benefits - It is agreed that employee shall be granted the equivalent or better of any other benefits not specifically herein listed which are provided by employer to certified employees covered by the "Bargaining Agreement Between Zionsville Community Schools And Zionsville Educators Association" in the current or any subsequent bargaining agreements entered into by Zionsville Community Schools and the Zionsville Educators Association during the term of this contract.

Dr. Rebecca Coffman
Superintendent

Date

Date