ZIONSVILLE COMMUNITY SCHOOLS

Central Office and District Support

ADDENDUM

Important Notice: This Handbook Addendum is subject to change at any time and staff members are instructed to check ZCS Website for the most updated version of this handbook. If unable to access electronically, it is the responsibility of the staff member to contact their ZCS Human Resource Department for assistance.

Revised 2026

PURPOSE

The primary role of Central Office and District Support Staff is to fulfill support functions that aid staff members both classified and certified to allocate their time and focus to support the education of the students. With everything that is requested of and completed through central office and district support staff, it should be remembered that we all come to work every day to support the overall mission of the district: *Zionsville Community Schools will cultivate a learning environment where students grow academically, develop meaningful skills, and become active contributors to their communities. Through innovation, inclusion, and a strong sense of belonging, we prepare students to live with confidence and integrity.*
Every employee is accountable to the continuing success of this mission and is expected to approach all situations in a positive, friendly and professional manner.

DEPARTMENTS

Academic Services
Building Support
Business Services
Executive Support
Human Resources
Office of Special Projects
Facilities
Food Service
Technology
Unified Student Services

DRESS CODE

Cleanliness and appearance are expressions of an employee's personal pride and reflect Zionsville Community Schools' high standards of good grooming. Employees are expected to show good taste, avoiding extremes of dress and personal grooming which might be unsafe or that interfere with job performance.

BENEFITS

Zionsville Community Schools offers a comprehensive benefit package to eligible classified employees. Eligibility for benefits is based upon employee group and/or hours worked. All or some combination of the benefits listed below are only available to eligible employees.

Health Insurance

- Medical, Dental and Vision Coverage
  - Silver Plan (PPO)
  - Eagle Plan (CDHP/HDHP) + Health Savings Account with Employer Contributions
  - Network: Ascension St. Vincent Employer Network, Ortho Indy, and more.
- Onsite Employee Wellness Clinic – Medical care, mental health counseling, nutrition/dietician services, and sports performance services available at no cost to those who are enrolled in the ZCS Health Plan.

Corporation Provided Benefits and Voluntary Offerings

- Life Insurance and Long Term Disability
- Medical Reimbursement Accounts (Flexible Spending – Healthcare, Dependent Care, and Flex)
- Employee Assistance Program
- Supplemental Insurance Options

Retirement

- 403(b) Voluntary Retirement Contribution & ROTH Deferral Option
- 403(b) Employer 3% Match
- 457 Account Option

Employees may contact the HR Coordinator at 317-873-2858 to review benefit options in more detail or with any questions.

PAID TIME OFF (PTO)

Sick Leave & Personal Business Leave

	221-Twelve Month	180-220 days
Sick	10	8
Personal	4	3

Sick Leave

Sick Leave days may be used after the first of the month following 30 days of employment with ZCS. Employees may use their annual allotted sick leave days to be absent from work for personal or immediate family illness or the birth of a child (spouse).

Immediate family shall be defined as: Spouse, child, sister, brother, mother, father, mother-in-law, father-in-law, grandparent, grandchild, and any other member of the family unit living in the same household.

Unused sick leave will roll over to the next year and may accumulate indefinitely.

Personal Business Leave (PBL)

PBL days may be used after the first of the month following 30 days of employment with Zionsville Community Schools. Employees may use their annual allotted personal leave days to be absent from work to conduct personal business. These days are to be pre-arranged and approved by the supervisor. Accumulated days (beyond the maximum allowed) automatically rollover to accumulated sick leave. The number of available allotted days is listed on employees' pay advices.

Sick and personal days may not be used for the final two weeks following an employee's notice of separation / resignation from Zionsville Community Schools. Sick leave may be used with an accompanying doctor's note.

Failure to report to work without notice (no show) will be considered grounds for termination as will any absence in which the employee does not have a remaining PTO for the absence.

Vacation (full-year employees only)

1 Year	2-4 Years	5-7 Years	8+ Years
5	10	15	20

Vacation is awarded annually (July 1 – June 30) schedule. Days are allocated on July 1st and may not be carried over to the next school year.

At time of employment, vacation days will be allocated by the earned schedule. Employees may use vacation time after the first of the month following 30 days of employment with the approval from their supervisors. Vacation days may not be used for the final two weeks following an employee's notice of separation / resignation from Zionsville Community Schools.

Upon separation of employment unused vacation days will be paid out in accordance with the following schedule:

Final employment date between:

July 1 and July 30	0% of unused annual days paid out
August 1 and September 30	25% of unused annual days paid out
October 1 and December 31	50% of unused annual days paid out
January 1 and March 31	75% of unused annual days paid out
April 1 and June 30	100% of unused annual days paid out

SEVERANCE

For employees hired prior to July 1, 2024 only. Employees who are eligible for medical benefits are also eligible for severance benefits. Severance benefits are provided upon separation of employment. To qualify for this severance benefit, the following requirements must have been met:

1. Ten (10) years of service in the School Corporation (or its components prior to consolidation) in a benefits eligible position; and
2. Must have reached the age of fifty-five (55) by July 1 of the year of severance, or; must have completed twenty (20) years in the School Corporation or its components prior to consolidation, regardless of age.

The severance benefit consists of a single payment which is the total of:

1. $25 for each full year of service in the School Corporation (or its components prior to consolidation); plus
2. $15 per day for each day of unused accumulated sick and personal business leave. Because of the varied schedules, the number of years of service and number of unused sick and personal days will be prorated.

In the event an employee who has completed twenty (20) years in the School Corporation (or its components prior to consolidation) and who is under fifty-five (55) years of age, becomes

totally disabled (as certified by a doctor approved by the School Corporation), that employee shall qualify to receive the severance benefit.

Should an employee, who has met the requirements above, die prior to receiving full benefits, the remaining benefits shall be paid to the employee's designated beneficiary or to the employee's estate.