

ZIONSVILLE COMMUNITY SCHOOLS



Facilities ADDENDUM

Important Notice: This Handbook Addendum is subject to change at any time and staff members are instructed to check the 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 June 2026

Zionsville Community Schools

900 Mulberry Street • Zionsville, Indiana 46077
317.873.2858 • www.zcs.k12.in.us



Dear Employee:

It is my privilege to welcome you to the Facilities Department at Zionsville Community Schools. ZCS is dedicated to providing the best environment possible for youth. The ultimate purpose of our work together can be stated in the ZCS Mission Statement: 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.

ZCS is also committed to being a great place to work. We recognize that our employees are our greatest asset. Our members cannot thrive unless the staff is thriving. Please do not hesitate to share suggestions and concerns with me. This Facilities Addendum is intended to provide you with a supplemental understanding to the Core Classified Handbook of specific expectations from the employees in this department and what you can expect from this organization. The policies expressed in the handbook are designed to create a positive work environment. If after reading this handbook you have any questions, please consult with me.

Once again, welcome to Zionsville Community Schools!

Chris Kuonen
Facilities and Grounds Manager

OBJECTIVES

DEPARTMENT POSITIONS

Within the Facilities Department, multiple positions are required to satisfy its purpose. Below are a list of these positions:

Electrician
Plumber
General Maintenance Technician
Grounds Maintenance Technician
HVAC Specialist
HVAC Technician
Facilities and Grounds Assistant Manager
Seasonal Maintenance Worker

EXPECTATIONS

DRESS CODE

Each Facilities staff member must wear a clean, well-maintained uniform shirt and pants every day to work. The shirt must be tucked-in. Only an approved hat may be worn. Staff members are also expected to wear their proximity/identification cards, so they can be clearly identified as members of the Facilities team. While wearing the ZCS uniform, the Facilities team represents ZCS. The Facilities team should refrain from wearing the ZCS uniform aside from working hours and in any location, and/or establishment that will jeopardize ZCS' educational standards.

ABSENCE NOTIFICATION

Staff members who must be absent from work due to illness, medical appointment, or personal business are expected to contact their respective Maintenance or Grounds Lead Supervisor as soon as possible. Each regular staff member must input all absence requests for both approval and tracking into Absence Management (Formerly Aesop), the absence management service program. Absences can be entered over the phone or online by using a personal computer or computer in the Facilities shop. These absences, when planned, are to be discussed in advance with the staff member's direct supervisor.

Requests for vacation time should always be scheduled in advance through the Maintenance or Grounds Lead Supervisor and each request is subject to approval. Failure to report to work, or failure to follow attendance procedures, or use of "docked" time without permission is cause for disciplinary action, including termination.

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.

ANNUAL INQUIRY AND REVIEW OF DRIVING RECORD

Federal Motor Carrier Safety Regulations 49 CFR § 391.25

Except as provided in subpart G of this regulation, each motor carrier shall, at least once every 12 months, make an inquiry to obtain the motor vehicle record of each driver it employs, covering at least the preceding 12 months, to the appropriate agency of every state in which the driver held a commercial motor vehicle operator's license or permit during the time period.

Except as provided in subpart G of this regulation, each motor carrier shall, at least once every 12 months, review the motor vehicle record of each driver it employs to determine whether that driver meets minimum requirements for safe driving or is disqualified from driving a commercial motor vehicle pursuant to [49 CFR § 391.15](#).

The motor carrier must consider any evidence that the driver has violated any applicable Federal Motor Carrier Safety Regulations in this subchapter or Hazardous Materials Regulations (49 CFR chapter I, subchapter C).

The motor carrier must consider the driver's accident record and any evidence that the driver has violated laws governing the operation of motor vehicles, and must give great weight to violations, such as speeding, reckless driving and operating while under the influence of alcohol or drugs, that indicate that the driver has exhibited a disregard for the safety of the public.

Recordkeeping

- A copy of the motor vehicle record must be maintained in the driver's qualification file.
- A note, including the name of the person who performed the review of the driving record required by paragraph B of this section and the date of such review, shall be maintained in the driver's qualification file.

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

<u>Sick</u>	10
<u>Personal</u>	4

**Prorated according to start date*

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.

Vacation (full-year employees only)

<u>1 Year</u>	<u>2-4 Years</u>	<u>5-7 Years</u>	<u>8+ Years</u>
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); 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.