

ZIONSVILLE COMMUNITY SCHOOLS



CLASSIFIED EMPLOYEE CORE HANDBOOK

This handbook is not a contract of employment nor is any addendum to the handbook intended to create such a contract of employment. The Board of School Trustees and Zionsville Community Schools leadership reserve the right to change any and all sections of the handbook including guidelines, practices, policies, and benefits as deemed necessary. Employees are encouraged to discuss any questions or concerns first with their supervisor and then with the Human Resources Director.

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Introduction

This Core Handbook contains many important general policies and procedures for all classified Zionsville Community Schools employee groups. You will find this handbook to have a great deal of pertinent information to the job you will be performing. Your importance to the successful operation of this corporation cannot be overemphasized. Everyone who represents Zionsville Community Schools will be counted on to provide customer service, quality assurance, financial responsibility, and contribution to fulfilling the Zionsville Community Schools vision, mission, and philosophy.

Handbook addenda are available for the employee groups listed below and may be obtained from your division supervisor, the Employee Portal or the Department of Human Resources. Only the Core Handbook and the addendum together comprise the complete handbook.

- Facilities
- Food Service
- Unified Student Services
- Transportation
- GROW
- Central Office Staff, Divisional Leaders/Managers
- Guest Teachers
- Athletics
- Aquatics

ZCS Philosophy

MISSION

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.

VISION

Each Zionsville Community Schools' graduate is prepared to create a successful and productive future within the world community.

BELIEFS

1. We believe that student growth occurs best in safe and inviting school environments and includes, but is not limited to:
 - a. Academic achievement such as knowledge and skills, thinking and problem solving, creating and communicating;
 - b. Development of social, emotional, and relationship intelligences and capacities;
 - c. Physical fitness and wellness, and
 - d. Technical and ethical preparedness for the 21st century world of citizenship and gainful employment.
2. We believe that our schools enjoy special benefits due to very high levels of parental engagement in supporting education, valuing excellence, and fostering high expectations. We believe that these advantages put us in the lead when compared with other public school districts and that leading confers special opportunities and responsibilities.
3. We believe that leaders must forge the future through continuous improvement, innovation, and resistance of the status quo mindset brought on by being among the best in one's league.
4. We believe that the community expects a world-class school experience for our students, invests the financial resources necessary to achieve it, and entrusts the Board with the solemn responsibility to serve as good stewards of the community's resources.
5. We believe that every young person of today and tomorrow is best served by an educational delivery system that is highly relevant and engaging, digital/technological, and focused foremost in the thinking, problem solving, creating, and communicating realms. We believe that these domains are evergreen, while knowledge and information change rapidly.

Policies And Procedures

EQUAL OPPORTUNITY EMPLOYER

Zionsville Community Schools is an Equal Opportunity Employer. Zionsville Community Schools shall comply with all State and Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no employee or candidate for a position in this Corporation shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity on the basis of race, color, religion, national origin, creed or ancestry, age, sex (including transgender status and gender identity), sexual orientation, marital status, veteran or military status or disability.

Questions or concerns regarding this policy should be directed to the Assistant Superintendent or Human Resources Director, 900 Mulberry Street, Zionsville, IN 46077, phone 317-873-2858.

AMERICANS WITH DISABILITIES ACT

It is policy that Zionsville Community Schools will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. Zionsville Community Schools is committed to complying with the American with Disabilities Act (ADA) of 1990 and its related Section 504 of the Rehabilitation Act of 1973, as applicable. Zionsville Community Schools recognizes that some individuals with disabilities may require accommodations at work. If a person is currently disabled or becomes disabled during employment, the employee should contact the Assistant Superintendent, Human Resources Director or a member of the Human Resources Department to discuss reasonable accommodations that may enable the person to perform the essential functions of their job. Zionsville Community Schools is committed to safeguarding the health of all employees and maintaining our commitment to excellence.

Zionsville Community Schools complies with all federal regulations. Any amendment to the law supersedes the language in this handbook.

EMPLOYMENT AT-WILL

Neither the offer and acceptance of employment nor the establishment and maintenance of policies and procedures by the Board of School Trustees and Zionsville Community Schools leadership create a contract of employment, except as might specifically be approved in writing by the Board of School Trustees. Although the desire is that the relationship between Zionsville Community Schools and its employees is mutually rewarding, the employment relationship in the State of Indiana is at-will. This means that the employment relationship can be terminated at any time, for any legal reason, by the employer or by the employee.

A staff member terminated for non-performance or inappropriate/illegal behavior may be removed from their position with minimal due process.

Employee Assignments

Please note that all Zionsville Community Schools employees are district or corporation employees who are often deployed or assigned to specific school or corporation sites. Such assignments are subject to change at any time.

Probationary Period of Employment

All classified employees are hired on a 90-day probationary basis. During this 90-day trial period, the employee will be closely evaluated to determine whether the job assignments are being completed as desired by the supervisor and whether the employee's work ethic, work quality and attitude are acceptable. Employees should refer to the appropriate handbook addendum for their employee group to learn specifics.

Criminal History/Background Reports

To help ensure a safe environment, it is the policy of Zionsville Community Schools to require the completion of a criminal background report for employees recommended for hire. In addition, employees will be required to update their criminal history report as required by board policy. Applicants and employees are required to provide any consents required to conduct or update their criminal background report, failure to do so may be grounds for termination or removal of the applicant from consideration for a position. Any costs associated with obtaining the criminal history record upon hire or thereafter are to be borne by the individual. Applicants will be questioned about their criminal history. Failure to honestly answer any questions related to criminal history may be cause for termination of the individual, if hired. Information and records obtained from criminal history reports under this policy are confidential and shall not be released except to a school employee authorized by the Superintendent.

Per Board Policy 4121, during the course of employment with the School Corporation, each professional employee and substitute teacher shall be required to report their arrest or the filing of criminal charges against the employee; and conviction of criminal charges to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each reported conviction and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the convicted employee.

Evaluation

Written evaluations are completed each year by the employee's direct supervisor. A meeting will occur between supervisor and employee to discuss the formal evaluation. A copy of the evaluation will be provided to the employee as well as placed in the employee's personnel file. Pay recommendations are made in accordance with the market value of the position and what the employee brings to the position. Consistent attendance, loyalty, hard work, initiative, job performance and attitude are all significant components of the evaluation.

Attendance

Regular and punctual attendance is critically important to the successful operation of Zionsville Community Schools. Excessive absenteeism has a negative impact on the department/school as peer employees must have larger workloads in order to carry out the duties of the absent employee. Absences must be reported in advance in accordance with department practices and procedures.

Absences should be recorded in Absence Management, formerly Aesop, by the employee for approval by employees' direct supervisor. Personal days and vacation days should be entered into Aesop with at least 48 hours advance notice unless in the case of emergency. Additionally, it is the employee's responsibility to notify direct supervisors by telephone if an absence is entered into Absence Management (Aesop) on the same day as the absence.

Three or more sick days in a row must be accompanied by a 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.

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.

Employees must notify supervisor and Human Resources with any requests for unpaid time off. **All unpaid time off is subject to prior approval from Human Resources in conjunction with the employee's supervisor.**

Discipline for tardiness will be addressed by department supervisors and, if chronic or during probationary employment, may lead to termination.

Please refer to the FMLA policy and Other Leave policy for further information regarding a leave of absence. Paperwork is available from the Department of Human Resources and on the Employee Portal.

INCLEMENT WEATHER / EMERGENCY CLOSINGS & DELAYS

The Superintendent of Schools or designee may cancel, delay, or dismiss classes throughout the school year due to inclement weather or other emergencies.

In the event of inclement weather, the School Corporation expects all full year employees to report to work, if and when the weather conditions no longer pose a threat to the employee's safety in traveling to the assigned workplace. If the employee is unable to report to work, they must immediately notify their building principal or supervisor. If unable to report to work, the employee may use any available vacation, sick, or personal days except in cases of no travel orders as issued by Boone County, the Town of Zionsville or the county/city in which the employee resides.

In the event of a cancelation or delay in school operating hours, all school-year, hourly employees are not expected to report to work. The time would be considered non-work time and would be unpaid.

COMPANY PROPERTY POLICY

As an employee of Zionsville Community Schools, employees are obliged to adhere to the following regarding use of school corporation property, including but not limited to maintenance equipment, food service equipment, technology equipment and motor vehicles:

- To take good care when using company property and to ensure that it is properly and responsibly maintained and serviced as directed.
- Not to allow the property/equipment to be used by anyone not employed by Zionsville Community Schools or, if applicable, not properly trained in the use or operation of the equipment.
- Not to fit any accessories to the property/equipment without prior written approval from Zionsville Community Schools.
- To go about completing work in a competent manner when using the property/equipment of Zionsville Community Schools.
- To obtain permission from the Assistant Superintendent of Operations for use of company property/equipment for non-work purposes.
- Not to use the company's property/equipment if intoxicated through alcohol or drug consumption.
- To report any loss or damage to corporation property that they are involved in or witness to their immediate supervisor within one working day of the incident. Any damage to property or any moving vehicle accident must be reported to the Assistant Superintendent of Operations or appropriate district level administrator immediately. Any lost or damaged property may result in a fee to the employee.

Theft of Company Property

Any employee of Zionsville Community Schools who is found to be involved in the theft of company property or equipment will be subjected to disciplinary action up to and including termination and prosecution.

Damage of Company Property

Any employee involved in an accident as a result of alcohol consumption or unlawful drug taking, negligence, or recklessness will be required to reimburse Zionsville Community Schools for all associated costs. Failure to comply with this policy may lead to disciplinary action up to and including termination.

ANTI-HARASSMENT/NON-DISCRIMINATION/GINA

Discrimination, harassment, hazing, provocation, or intimidation of another person is prohibited and will not be tolerated on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network. The Corporation shall not discriminate on the basis of race, religion, national origin, sex, age, disability, or other protected class in accordance with applicable federal, state, and local laws in hiring or other employment practices of the School.

See Anti-Harassment Policy for more information. To report suspected harassment, contact the Assistant Superintendent or Human Resources Director, 900 Mulberry Street, Zionsville, IN 46077, phone 317-873-2858.

A student violating this Policy is subject to discipline including suspension and expulsion. An employee violating this Policy is insubordinate and is therefore subject to discipline, including reprimand, suspension without pay, and discharge.

ANTI-HARASSMENT POLICY

It is the policy of the Board of School Trustees to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by Zionsville Community Schools.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated and will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Definitions of Harassment Types of Harassment

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by an employee to a student, when made by an employee to another employee, or when made by any student to another student:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Note: Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

Unwelcome Conduct of Sexual Nature

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated, by his or her conduct or verbal objection, that it is unwelcome.
3. An employee who has initially welcomed such conduct by active participation must have given specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

Examples of Sexual Harassment

Sexual harassment, as set forth in Types of Harassment may include but is not limited to the following:

1. Verbal harassment or abuse.

2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.
4. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

Specific Prohibitions:

1. Administrators and Supervisors
 - a. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
 - b. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary actions, as described below.
2. Non administrative and Non supervisory Employees
 - a. It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to disciplinary actions as described below.

Complaint Procedures

Any person who alleges sexual harassment by an employee or student in the school corporation may use the complaint procedure explained below. Employees who have been harassed or who witness harassment must report the harassment directly to their immediate supervisor, building principal, or Assistant Superintendent. In all cases, the Superintendent and the Board of School Trustees will be informed.

The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Reporting Sexual Harassment

All reports of sexual harassment shall be handled in the following manner:

1. Reports must be in writing (if a verbal complaint is made, the school official should file a written report);
2. Reports must name the person(s) charged with sexual harassment and state the facts;
3. Reports must be presented to the building principal or Supervisor where the alleged conduct took place. The building principal or supervisor shall inform the Superintendent, or designee, of all filed reports;

4. The report and the results of the investigation shall be submitted to the Superintendent for review. The Superintendent shall make a report to the Board of School Trustees with a recommendation of disciplinary action;
5. The Board of Trustees shall consider the report and the Superintendent's recommendations in executive session. The Board may take any action it deems appropriate. The alleged victim's name and accuser's name will not be released to the public unless required by law;
6. If the complaint involves the Superintendent, then the complainant shall go directly to the School Board President.

Sanctions for Misconduct

A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.

A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Code of Conduct.

False Reporting

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and/or the Student Code of Conduct.

Note: Any staff member who engages in certain sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Indiana Code 35-42-4-8. In the case of a child under fourteen (14) years of age, the person may also be guilty of "child molesting" under Indiana Code 35-42-4-3. In the case of a child between the ages of fourteen (14) and sixteen (16), the person may also be guilty of "sexual misconduct with a minor" under Indiana Code 35-42-4-9. The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a student may be placed on leave without pay until school administrative proceedings are completed. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee.

Confidentiality

The school corporation will make reasonable efforts to maintain the confidentiality of the parties involved in a harassment investigation. Confidentiality, however, cannot be guaranteed.

Retaliation Prohibited

The school corporation prohibits retaliation against persons who report discrimination or harassment or participate in related proceedings. The School will notify the person reporting the discrimination or harassment and all individuals participating in the investigation of the School's policy prohibiting retaliation. The School will make all possible efforts to prevent retaliation against individuals reporting discrimination or harassment or participating in related proceedings. The School will respond promptly and appropriately to address continuing or new problems. Any person may report suspected retaliation to the appropriate supervisor.

PROFESSIONAL ETIQUETTE

Zionsville Community School staff members are expected to present a professional image at all times both in dress and conduct. Appropriate clothing (dependent upon department) should be worn to work each day. Where provided or expected, uniforms must be worn. Employees should refer to their employee group's handbook addendum for additional information and possible requirements regarding this matter.

Use of vulgar language and swearing is not permissible and will not be tolerated. It is expected that staff be open, friendly and eager to assist others. A customer service and customer friendly demeanor should be routine and consistent.

Workplace concerns are to be discussed privately first with the employee's immediate supervisor, and then department director, Human Resources Department, or Superintendent of Schools respectively to resolve issues. Employees should remain aware that consistent negative communication can be counterproductive and lowers morale for all.

DRUG FREE WORKPLACE

No employee of Zionsville Community Schools shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. Section 312) and further defined by regulation at 21 C.F.R § 1300.11 through § 1300.15, before, during, or after school hours at school or in any other school corporation location as defined below.

"School corporation location" means in any school building and on any school premises; in any school owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school corporation or otherwise engage in school corporation business.

As a condition of employment in any federal grant program, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy. Each employee shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for violation occurring in any of the places listed above on which work on a school corporation federal grant is performed, no later than five (5) calendar days after such conviction.

PROHIBITION OF TOBACCO PRODUCTS

Recognizing the demonstrated hazards attendant to their use, tobacco and tobacco product (to include e-cigarettes) use in any and all forms is prohibited at all times throughout any and all facilities of this School Corporation. This includes all buildings, grounds, vehicles, and other facilities owned, leased, or otherwise controlled by the School Corporation.

Enforcement of this policy will be in accordance with those duly adopted rules and regulations developed by the Superintendent, principals, directors, supervisors, and other School Corporation personnel responsible for the administration and management of the School Corporation facilities.

STAFF INTERNET ACCEPTABLE USE AGREEMENT

The administration of Zionsville Community Schools recognizes the commitment that the staff makes to their students and community and wants to reward the staff by allowing personal Internet use during non-duty hours. While using the Internet, the following are prohibited:

- To knowingly access, upload, download, or distribute or attempt to knowingly access, upload, download or distribute pornographic, obscene, or sexually explicit materials.
- To violate or attempt to violate any local, state or federal statute, or any rule, regulation, or policy of Zionsville Community School Corporation.
- To vandalize, damage, or disable or attempt to vandalize, damage, or disable the property of another person or organization.
- To access or attempt to access another person's materials, information, or files without the implied or direct permission of that person.
- To annoy, harass, intimidate, or threaten, or to attempt to annoy, harass, intimidate, or threaten any individual or organization.
- To interfere or attempt to interfere with the lawful activities of any individual, business, or organization.
- To violate or attempt to violate copyright, or otherwise use another person's intellectual property without their prior approval or proper citations.

- To divulge personal information about students, such as telephone numbers, names, addresses, or photographs, without the prior written consent of the student's parent or guardian.
- To compromise or attempt to compromise network security.

The above prohibitions apply whenever the employee is using any equipment, software, access accounts, or any other types of facilities or materials owned, controlled, or provided by the Zionsville Community Schools, regardless whether the employee is on or off school corporation property or is on or off duty.

NO EXPECTATION OF PRIVACY

Given valid reason, Zionsville Community Schools may at any time and without notice to or consent from users, obtain access to all information, conveyed or stored anywhere on any of the corporation's electronic systems, including telephone calls and electronic mail messages, even if the information has been password protected or encrypted. Zionsville Community Schools may use the information so obtained for any legal purpose, including disclosure to third parties, subject only to applicable law, but otherwise in the sole discretion of Zionsville Community Schools. Zionsville Community Schools may exercise an investigation triggered by indications of impropriety or as necessary to locate substantive information that is not more readily available by some other less intrusive means.

EXPECTATIONS FOR COMMUNICATING ELECTRONICALLY

Zionsville Community Schools recognizes that today's students and parents engage in electronic forms of communication for their daily interactions. Whereas these forms of communications are dynamic, mobile, and quickly reach their audience through technologies that have become an integral part of our online lives, they may, in some circumstances, not meet the public and professional standards for communicating with students and parents.

To keep pace with the evolving landscape of digital communication, Zionsville Community Schools has developed the *Expectations for Communicating Electronically* to provide direction for employees when participating in digital communication and online social media activities. The expectations outlined in this document are designed for the purpose of:

1. Protecting students, staff, and the district
2. Raising awareness of acceptable ways to use electronic communication tools when communicating with students and parents
3. Raising awareness of the positive and negative outcomes that may result in using these tools with students and parents

Electronic communication with students and parents must always be **transparent, accessible and professional** as defined below:

- Transparent—maintain openness, visibility and accountability
- Accessible—consider all electronic communication to be a matter of open record
- Professional—use correct grammar, spelling and tone; choose appropriate subject matter representative of a Zionsville Community Schools professional

Acceptable Communications Methods

CANVAS:

CANVAS is the official district Learning Management System. CANVAS allows for effective online learning by supporting online discussions, secure chat rooms, online delivery of assessments, and the sharing of documents, images and other media, all in a secure, password protected environment.

District Email:

Use of District email is an appropriate way to communicate directly with students and parents. District email provides the staff member and district with a record of all communication.

District Phones:

Use of District telephone can be an appropriate way to communicate directly with students and parents provided that the content is appropriate. Use of the District phone does not provide the staff member and district with a record of all communication, and employees should remain mindful of this fact to minimize the chance for misinterpretation and/or allegation when communicating with students.

Social Media for Instructional Purposes:

District employees may set up a professional or class Twitter, Facebook or other social media account for the purpose of sending out information, reminders and displaying student's work if proper parent consent has been given. Once the site has been created, staff members are responsible for monitoring and managing the site to promote safe and acceptable use.

Text Messaging:

If any Zionsville Community Schools employee plans to use texting for immediate and urgent contact with students/team members, they must be transparent about such use. They must make parents aware at the beginning of the school year or season that they may use texting through a school *ParentSquare* account or FinalForms for ZCS athletic teams.

On ParentSquare and FinalForms, a user's personal contact information stays private and isn't shared without user permission. ParentSquare saves all communication to user accounts, which allows teachers, administrators, and participants to access a complete message history at any time. Verified school administrators on ParentSquare also have the ability to manage staff accounts, review participant lists, and request message history directly.

The use of a ParentSquare or FinalForms account using the Zionsville Community Schools provided email address is the only way that a Zionsville Community Schools employee can communicate using SMS/text features.

Unacceptable Communications Methods

Non-District Email and Text Messaging:

Zionsville Community Schools employees should never use personal email accounts, personal social media accounts, or sms/text messaging to communicate with students about school or non-school matters.

Important Reminder about Personal Social Media Sites

Staff members are discouraged from inviting students to be “friends” on personal social networking sites. Staff members are also discouraged from accepting “friend requests” from students on personal social networking sites. Employees taking such action do so at their own risk. Staff members are encouraged to review their privacy settings and enable the timeline review feature. Employees should not use their district email address or phone number for communications on social media networks for personal accounts. Any content, pictures, or dialogue staff members publish, whether in Facebook, Twitter, Instagram, a blog, a discussion thread or other website, should never compromise the professionalism, integrity and ethics in a professional Zionsville Community Schools role.

Employees engaging in unacceptable communication methods with students will be investigated by school officials and, if warranted, disciplined, up to and including termination. Depending upon the severity of the offense, the school district may notify the proper authorities, including the Indiana Department of Education, local or state police and child welfare agencies for further investigation. In addition, if/when the school district becomes aware that employees have posted information on Facebook, Instagram, YouTube or similar social networking web sites that include inappropriate personal information such as, but not limited to, lewd photographs, sexually explicit messages, or use of substances prohibited by law, their cases will be investigated by school district officials and, if warranted, may result in disciplinary action, up to and including termination, depending upon the severity of the offense.

ONE-ON-ONE STUDENT – STAFF OR VOLUNTEER INTERACTIONS

Zionsville Community Schools is foremost concerned about the health, well-being, and safety of all students. The prevention of abusive behaviors that harm children, and the reduction to elimination of all opportunities for such harm to occur is the ideal upon which this guiding statement is predicated.

Zionsville Community Schools offers guidance regarding one-on-one student-staff or volunteer interactions so as to ensure an environment of comfortable safe boundaries for all. At no time should a

staff member or volunteer of ZCS be alone with a child where she/he cannot be observed or readily interrupted by others.

Given the highly confidential and relationship-driven nature of our work, there are notable situations that require adults and children to interact one-on-one. This necessity extends, at times, to officers of the law, our county's court system, and Department of Child Services officials. Even in the exceptions listed here and in those not contemplated by this document, interactions between students and staff/volunteers must be:

- **Observable** by another adult (meaning another adult should be made aware that the interaction is taking place, and/or the interaction takes place in an open space, and/or the interaction takes place in a room with an open door, and/or the interaction can be seen through the window in a door, and the door of the room in which the meeting is taking place is unlocked).
- **Interruptible** by another adult (meaning another adult should be able to interrupt the meeting by opening the door to the room and readily and immediately engaging with the student and adult with whom the student is meeting).

Examples of **APPROPRIATE** one-on-one student and staff interactions are listed below, and it must be noted that they are all subject to the **OBSERVABLE** and **INTERRUPTIBLE** caveats described above:

- ✓ School counselors with individual students
- ✓ School psychologists with individual students
- ✓ School social workers with individual students
- ✓ Administrators with individual students
- ✓ Tutoring, extra help sessions, or other academic meetings between teachers and individual students
- ✓ Outside musicians who work with individual band, orchestra, or choral students in practice rooms
- ✓ School nurses and individual students
- ✓ Athletic trainers and individual students
- ✓ Contracted, school-based mental health providers and individual students
- ✓ Court-mandated interactions with a Court Appointed Special Advocate (CASA) or Guardian Ad Litem (GAL) and individual students
- ✓ School police partners and individual students
- ✓ Outside governmental agencies, such as Department of Child Services staff and individual students (when legally required—see Board Policy 5540)

When engaging in **APPROPRIATE** one-on-one interactions with students, staff members and other adults can model appropriate boundaries for student safety by ensuring that other staff members and/or adults are aware that the meeting is occurring and where it will be taking place.

CONFIDENTIALITY

In the course of employment, employees often have access to, and process, confidential information relative to students and Zionsville Community Schools employees. The inappropriate sharing of this information is considered a serious breach of professional responsibility and is grounds for disciplinary

action up to and including termination. All employees are required to complete a confidentiality agreement upon hire in the New Employee Checklist and annually in the Back-to-School Checklist.

HIPAA PRIVACY AND SECURITY COMPLIANCE

It is the intent of Zionsville Community Schools to safeguard and protect the privacy and security of its applicants and staff members' "protected health information" as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

"Protected health information" includes individually identifiable information, maintained or transmitted through any medium, relating to an individual's past, present, or future physical or mental health or healthcare. Health information is considered "individually identifiable" if it either identifies a person by name or creates a reasonable basis to believe the individual could be identified (through identifiers such as address, social security number, dates of service, telephone number, email address, or vehicle identification number).

It is the policy of Zionsville Community Schools to ensure the confidentiality, integrity, and availability of protected health information entrusted to the corporation by its applicants and/or staff members by protecting those assets from unauthorized access, alteration, deletion, or unauthorized transmission and to ensure their physical security. Staff members and supervisors of Zionsville Community Schools shall not at any time access, use, or disclose to any person or entity, any protected health information of the corporation's applicants and/or staff members, except as necessary and authorized in the course of their duties and responsibilities with the school corporation. Similarly, staff members and supervisors are prohibited from making any unauthorized transmission, alteration, deletion, or unauthorized access of protected health information. Such unauthorized transmission includes, but is not limited to, removing and/or transferring protected health information in the Corporation's computer system to an unauthorized location.

These privacy and security obligations apply regardless of the manner in which the staff member or supervisor acquires the protected health information, whether it was communicated verbally, in writing, electronically, or in any format, and regardless of whether it was communicated directly to the individual or intended for their access.

The unauthorized access, use, disclosure, alteration, deletion, or unauthorized transmission of protected health information in violation of this policy may subject the staff member or supervisor to disciplinary action up to and including termination.

Zionsville Community Schools will annually send notice to all staff members of their rights under HIPAA. All new staff members will receive the notification upon hire. If a staff member feels their rights under this policy have been violated, they must immediately report it to the HIPPA Privacy Officer, 317-873-2858.

FAMILY MEDICAL LEAVE ACT (FMLA) COMPLIANCE

In accordance with Federal law, Zionsville Community Schools shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible professional staff members for the following reasons:

- A. the birth of a child and/or the care of a newborn child within one (1) year of the child's birth;
- B. the placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival;
- C. the staff member is needed to care for a spouse, son, daughter, or parent if such individual has a serious health condition; or
- D. the staff member's own serious health condition prevents him/her from performing the functions of their position;
- E. any exigency (as defined in applicable Federal regulations) arising out of the fact that the staff member's spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Professional staff members are "eligible" if they have worked for the Corporation for at least twelve (12) months **and** for at least 1,250 hours over the twelve (12) months prior to the leave request. All full-time professional staff members are presumed to meet the 1,250 hour requirement if they were employed by the Corporation in this capacity for the preceding twelve (12) months. Months and hours that reservists or National Guard members would have worked if they had not been called up for military service counts towards the staff member's eligibility for FMLA leave/Service Member Family Leave.

Twelve (12) month period is defined as a rolling twelve (12) month period measured backward from the date the staff member uses FMLA leave (i.e. the "leave year" is specific to each individual staff member).

An employee should request an FMLA medical leave if they anticipate needing to miss more than three consecutive work days. This should be done using the Leave Request Form on the Employee Portal. The form must be signed by the employee's supervisor and submitted to Human Resources. The employee must give the employer at least 30 days advance notice of the need to take a leave when the need for the leave is known in advance and it is possible and practical to do so. For planned medical treatment, the employee must consult with the employer and try to schedule the appointment at a time that minimizes the disruption to the employer. If it is not possible to provide 30 days' notice, the employee is expected to communicate a request as soon as possible thereafter directly to Human Resources.

The Board shall require the staff member to substitute any earned or accrued paid vacation, personal, and sick leave for unpaid FMLA leave provided for pursuant to reason (A), (B), (C), (D) or (E) above.

If the employee has not earned or accrued adequate paid leave to encompass the entire twelve (12) week period of FMLA leave or twenty-six (26) week period of Service Member Family Leave, the additional weeks of leave to obtain the twelve (12) weeks of FMLA leave or twenty-six (26) weeks of Service Member Family Leave, the staff member is entitled to unpaid leave for the remaining leave time. Whenever a staff member uses paid leave in substitution for unpaid FMLA leave/Service Member Family Leave, such leave counts toward the twelve (12) week/twenty-six (26) week maximum leave allowance provided by this Policy.

Upon return from any FMLA leave, the Board will restore the staff member to their former position or to a position with equivalent employment benefits, pay and conditions of employment. During FMLA leave, the Board shall maintain the staff member's current coverage under the Board's group health insurance program on the same conditions as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay their share during the leave.

Any leave or return from leave during the last five (5) weeks of an academic term shall be reviewed individually by the Superintendent to minimize disruption to the students' program.

The employee shall not be awarded any PTO or other benefits during a period of unpaid FMLA leave.

The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave.

If the employee fails to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of a serious health condition, the staff member shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA leave period.

Returning to work from an extended illness or surgery requires a return-to-work release from a doctor. The statement must specify the restriction(s) and include length of time the restriction is expected to apply.

Zionsville Community Schools comply with all required federal regulations. Any amendments to federal regulations that supersede this handbook policy will be followed.

For further information, consult School Board Policy [4430.01](#).

NON-FMLA ELIGIBLE MEDICAL LEAVES OF ABSENCE

Should an employee who is not FMLA eligible have a medical need to be absent for more than three consecutive days, a Leave Request Form found on the Employee Portal should be completed, signed by immediate supervisor and submitted to Human Resources. The employee must give the employer at least 30 days advance notice of the need to take a leave when the employee knows about the need for the leave in advance and it is possible and practical to do so. For planned medical treatment, the

employee must consult with the employer and try to schedule the appointment at a time that minimizes the disruption to the employer.

Leave Request Forms will be reviewed by the employees' immediate supervisors and Human Resources. Only leaves where enough paid time off is available to cover the leave will be approved. All paid time off will be exhausted during the leave.

A leave which results in unpaid time will not be approved and may result in disciplinary action including transfer to department's respective substitution pool or termination.

During any unpaid leave of absence that does not qualify as leave taken under the Family and Medical Leave Act (FMLA), the responsibility for the payment of insurance premiums shall become the sole responsibility of the employee beginning the sixth day of unpaid leave for the remainder of the unpaid leave.

SEPARATION OF SERVICE

Resignation

The written resignation of a classified employee shall be considered accepted and irrevocable upon delivery to the Superintendent, Assistant Superintendent, Human Resources Director, the employee's department director, building administrator, or Human Resources.

Return of School Property Upon Separation

When employment with the school corporation terminates, for whatever reason, the employee is required to immediately return all corporation-owned property used during his or her employment and all documents and materials that may contain proprietary or confidential information. This includes without limitation: keys, credit cards, computers, vehicles, communication devices, uniforms, identification cards or badges, parking passes, and any other equipment, materials, or items purchased, leased, owned, or otherwise belonging to Zionsville Community Schools. Failure to return any items will result in a charge.

Exit Interview

Upon resignation, an employee will have the opportunity to complete an Exit Interview Survey. This survey link will be emailed to the employee and may be completed anonymously if the employee chooses. Once completed, the Survey may be sent to the former employee's supervisor and Board of School Trustees. Employees can also request an in-person Exit Interview.

Employee Conduct & Discipline

Zionsville Community Schools retains the right and discretion to administer discipline in the manner seen as most effective given the circumstances. Proactive attempts will be made to inform employees of deficiencies in job performance or conduct. When feasible, the corporation will provide an opportunity for the employee to improve when misconduct or job performance deficiencies are not deemed serious or chronic. This policy does not modify the status of employees as employees-at-will or in any way restrict the Corporation's right to bypass the disciplinary procedures outlined in this policy.

PROGRESSIVE DISCIPLINE

Progressive discipline does not alter the employment at-will relationship between employer and employee. It is a recommended practice suitable for many behavioral issues but is not a process that fits all situations and it is not required. In all cases, Zionsville Community Schools will at least provide minimal due process in accordance with law.

When applicable the steps that will be taken by the corporation are as follows:

1. If an employee is not meeting Corporation standards of behavior or job performance or violates guidelines in this employee handbook, the employee's supervisor may take the following action:
 - A. A meeting between employee and supervisor (and possibly a witness) will be arranged to discuss the issue(s) and provide due process to employee;
 - B. The employee will be informed of the nature of the problem and the specific action necessary to correct it, and the specific consequences of failure to correct;
 - C. The supervisor will document the details of the meeting and submit to Human Resources to be filed in employee's personnel file.
2. If there is a second occurrence, the supervisor may hold another meeting with the employee and take the following action:
 - A. Issue a written reprimand to the employee;
 - B. Warn the employee that a third incident will result in more severe disciplinary action up to and including termination;
 - C. Prepare and forward to the appropriate supervisor and /or to the HR Department a written report describing the first and second incidents and summarizing the action taken during the meeting with the employee. This information will be included in the employee's employment file.
3. If there are additional occurrences, the supervisor may take the following actions depending on the severity of the conduct:
 - A. Demotion to a lower level position;
 - B. Extension of probationary period to include a specific improvement plan

- C. Suspension of employee's pay and benefits;
 - D. Suspension of employee's pay and benefits pending termination; or
 - E. Immediate termination.
4. In situations involving serious misconduct such as a major breach of policy, security, violation of the law, or involvement in a situation that threatens the safety of students and/or other employees; the supervisor may suspend the employee immediately and may recommend immediate termination of the employee.

A classified employee may be suspended without pay or dismissed by the Superintendent or designee.

DUTY TO REPORT MISCONDUCT AND THREATENING AND/OR INTIMIDATING BEHAVIORS

In order to provide a safe, positive work environment, misconduct or threatening and/or intimidating behavior must be reported immediately to the Human Resources Director, Assistant Superintendent, or a principal/administrator. An investigation will take place in which a determination will be made in a timely manner as to the action necessary. Threatening or intimidating behavior may take different forms, including, but not limited to the following:

- Face-to-face encounters in which words are used that indicate to the staff member that their safety and well-being are in jeopardy
- Written communications that include comments toward the staff member and/or their family which are disparaging or imply or state explicitly that the staff member and/or their family may be subject to some form of physical or psychological abuse or violence
- Written or spoken comments to a staff member which could subject him/her to blackmail or extortion
- Written or spoken communication that implies or explicitly states that some form of damage may be done to the staff member's property or that of their family
- Written or spoken communication that causes a dwelling, a building, another structure, or a vehicle to be evacuated

Misconduct may also take different forms most often times related to a policy, procedure or rule violation. Threatening and/or intimidating behavior may take form from students, parents, fellow staff members, supervisors, or other persons associated with Zionsville Community Schools such as a vendor, contractor, volunteer, or school official.

Safety and Security

EMPLOYEE IDENTIFICATION

Each employee is provided with a picture identification-proximity card at time of hire. This identification card is to be visibly worn each day. In addition to identification, the card will be used for entry at the front entry to Zionsville Community Schools facilities and other entries where electronic entry hardware is in place. The ID can serve to swipe (clock) in and out at designated reader locations. Supervisors will provide specifics during first day orientation.

Lost badges must be reported to the employee's supervisor immediately. There is a fee that may be charged should an employee lose their proximity badge or otherwise require a replacement badge.

EMPLOYEE SAFETY AND WORKPLACE INJURIES

Zionsville Community Schools is committed to maintaining a safe and clean work environment. We expect everyone to share in this commitment. It is the responsibility of all employees to report any unsafe or potentially unsafe situations or conditions to their immediate supervisors.

Medical Attention

If an employee becomes injured while at work, the severity of the injury needs to be assessed first. If it is an emergency situation, the employee should go directly to the emergency room. In all other cases where medical treatment is necessary, employees should go to the Corporation's designated Occupational Health provider. (See Employee Portal or immediate supervisor for details.) If an employee sees a different provider for a work related injury that does not warrant a visit to the emergency room, these charges will not be covered by Zionsville Community Schools.

Reporting

It is important for an employee (or the employee's supervisor) to properly report any injury that occurs on Zionsville Community Schools property within 24 hours of the occurrence. To do so, a Zionsville Community Schools Employee Injury Report will need to be completed immediately or within 24 hours of injury. To submit an employee incident report, go to the ZCS website <https://zcs.k12.in.us>, put your mouse cursor on Staff and click on Employee Injury Reporting, then click Staff Accident Management, and then click Submit Accident Report. Enter all information requested and follow the steps to submit your report. Please be as detailed as possible when providing information. This will help HR complete a thorough report and also help the Worker's Comp adjusters be better prepared to manage each claim.

All injuries regardless of whether or not medical attention is sought should be reported. Any report of this nature submitted to Human Resources is assigned a 'Record Only' status. Should the need arise for medical treatment at a later date and a medical provider is able to attribute the diagnosis to an event that occurred at work, the appropriate record will already be in place.

In an effort to identify means of improving workplace safety, the Maintenance and Facilities Manager or Director of School Safety will be notified upon receipt of notice of a workplace injury, to initiate an investigation of the incident.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Zionsville Community Schools has in place a plan to eliminate or minimize occupational exposure to body fluids, which could expose employees to bloodborne pathogens, germs, and viruses that cause disease. This plan identifies which job classifications have a reasonable chance of being exposed to body fluids. It also includes the information regarding immunizations available to employees if they work in one of these jobs. Proper reporting procedures are important to protect all employees and must be followed. Personal protective devices, gloves, goggles, etc., should be available to employees immediately upon arrival at job sites. Using them is the responsibility of each individual employee. There will be more information given to employees directly from their schools or buildings. This plan is available in all buildings through the school nurse.

BULLYING

The Board of School Trustees is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations among members of the school community. Bullying behavior toward a student whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Every staff member is required to report any situation that they believe to be bullying behavior directed toward a student.

DUTY TO REPORT THREAT AND CHILD ABUSE

If an employee has any reason to believe a student may be a victim of abuse or neglect, that employee is required by law to report it **immediately**. This should occur in concert with informing your building principal, assistant principal or school counselor who may assist as witness during the call. If it is after

hours, the call should be placed immediately to the Department of Child Services (DCS) along with a follow-up notification to the building principal. The DCS Hotline is 1-800-800-5556.

WORKPLACE VIOLENCE PREVENTION

Zionsville Community Schools is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Zionsville Community Schools has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others. Firearms, weapons, and other hazardous devices or substances are prohibited from Zionsville Community Schools property without proper authorization. Refer to Board Policy 4217 for additional information.

Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual’s race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any characteristic protected by federal, state, or local law.

All suspicious individuals or activities should be reported as soon as possible to the building principal or supervisor. Employees should not place themselves in peril. Employees should not try to intercede or see what is happening if they see or hear a commotion or disturbance near their workstation.

Zionsville Community Schools will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Zionsville Community Schools may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

Zionsville Community Schools encourages employees to bring their disputes or differences with other employees to the attention of their supervisor before the situation escalates into potential violence. Zionsville Community Schools is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

Payroll

Employees' pay is based upon a prescribed workday and schedule. The pay schedule is available on our website.

DIRECT DEPOSIT

A system of automatic deposit for paychecks is required for each Zionsville Community Schools employee. Remittance forms are emailed on payday, which indicate gross pay, net pay and other pertinent information. Every employee is required to have an active email on file. Changes regarding distribution of funds to savings/checking accounts may be made at any time using the payroll forms in the Employee Portal.

WORK HOURS

Department directors and administrators assign work hours. Reliability in attendance and punctuality is vital to the successful operation of each department. Hourly employees are to clock in and out using the time clock each day. Hourly pay is calculated and rounded to the nearest five-minute interval. Employees must work only their assigned and approved hours. All overtime must be pre-approved by direct supervisor. Absences and tardiness will be addressed in accordance with corporation attendance policy.

TIME CLOCK PROTOCOL

Zionsville Community Schools' time clock system is in place to ensure employees compensated hourly are compensated fairly by accurately recording time worked.

1. Employees are required to clock in and out at the beginning and end of their workday. Errors in payroll due to missed time clock punches will be corrected on the next payroll date.
 - A. Clock in time can be no more than 5 minutes prior to the time the employee is scheduled to start work and actually does begin work (including work preparation) unless approved in advance by supervisor. This short time, when the employee has yet to begin work, between clock-in and initiating work or work preparation, will be rounded to the employee's start time.
 - B. Employees must clock out at or within 5 minutes of the conclusion of the scheduled workday, unless authorized to work over by their immediate supervisor.
2. Employees must be clocked in at all times in which they are working.
3. Employees **shall not** clock in or out for another employee. Doing so will result in disciplinary action up to and including termination.

4. If an employee works over 40 in a given week, those hours must be pre-approved. Employees will be compensated for all hours worked in compliance with FLSA regulations and district compensatory time policy.
5. Full shift employees are expected to take a 30-minute unpaid lunch each day. The deduction of time is automatically processed in the system. In the event that this lunch time is not taken, the employee must contact their supervisor and the 30-minute deduction will be removed. If a longer lunch break is taken, the employee must clock out and then clock back in and notify their supervisor.
6. Employees are requested to keep track of their time. If by the end of the week, total hours worked are close to reaching the employees normal work hours, it is requested that the employee adjust accordingly to maintain a normal work week. In such cases, the employee's immediate supervisor should approve any shift in work hours.
7. At the end of each week, employees are expected to review timesheets for accuracy and submit them to their supervisors via the district time clock system. Timesheets that are not reviewed or submitted will be considered accurate reflections of the employee's hours worked.

An accurate accounting of work hours can only be obtained if employees adhere to the above time clock protocols. Doing so will ensure that each employee is paid appropriately for time worked and will help to ensure that Zionsville Community Schools is always in compliance with federal and state payroll laws and regulations. Therefore, failure to adhere to the Time Clock Rules and Overtime protocols must result in written notification and, in some cases, disciplinary action. Chronic or blatant non-compliance with time clock rules is cause for termination. Falsifying work hours or clocking in or out for a co-worker are major infractions that may result in immediate termination.

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 combinations of the benefits listed below are only available to eligible employees. Employees who become eligible June 1st or July 1st will have the eligibility effective date of August 1st when the employee returns to work.

- Medical/Dental/Vision Insurance
- Corporation Paid Term Life Insurance
- Supplemental Term Life Insurance
- Corporation Paid Long Term Disability Insurance
- 403(b) Retirement Savings Plan

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

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Zionsville Community Schools has contracted with the St. Vincent Stress Center as the provider of our Employee Assistance Program. They are a counseling and referral service, designed to assist employees and their families in overcoming personal problems. They provide identification/evaluation of problems and short-term counseling and financial and legal guidance at no cost to all Zionsville Community Schools employees and their family members. Brochures are available in all buildings. To schedule an appointment or find more information about locations and office hours, employees may call St. Vincent EAP at 317-338-4900.

RETIREMENT - 403(b)

There is no mandatory employee contribution for classified employees. Zionsville Community Schools will match any contribution up to 3% on behalf of all eligible employees. Employees are always 100% vested in their contributions. The employer match is subject to a 5-year vesting schedule, gaining 20% each year. Each employee who chooses to make a contribution will be initially enrolled in a target date fund investment portfolio. Employees can elect to make a contribution or a change to their contribution at any time through the Retirement Contribution form in the Employee Portal.

EMPLOYEE PAID TIME-OFF (PTO)

- Holidays
- Bereavement
- Jury Duty
- Witness Duty
- Vacation
- Sick
- Personal Business Leave

Not all employee groups are eligible for all paid time off listed above. Handbooks for respective staff groups provide detailed information regarding PTO eligibility for employee groups. If applicable, the addendum will also provide more information about the designated allotment for employee vacation, sick, and personal days. These addendums are available in the Employee Portal.

Holidays

Full year employees shall be granted 13 paid holidays per year (unless an emergency situation arises). The holidays observed are:

New Year's Day, President's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Wednesday, Thursday and Friday of Thanksgiving, Christmas Eve Day, Christmas Day and New Year's Eve Day.

If any of the holidays listed above should fall on a Saturday or Sunday, the paid holiday will be observed on the previous Friday or the following Monday as determined and approved by Human Resources. Human Resources will publish a yearly holiday calendar. Reasonable accommodations will be made for employees desiring to attend recognized religious observances.

In the event that an employee is required to work on a holiday, their supervisor would arrange to schedule a day at a later date within the same pay period.

Bereavement

Upon the first day of the month following 30 days of employment, employees qualify for paid bereavement leave for death in the employee's immediate family for a period of not more than five (5) consecutive school days or seven (7) consecutive calendar days beyond the death.

In the case of the death of a spouse or child, each employee shall qualify for bereavement leave of up to ten (10) consecutive school days or fourteen (14) consecutive calendar days.

The immediate family shall be defined as:

Sister, brother, mother, father, mother-in-law, father-in-law, grandparent, grandchild, brother-in-law, sister-in-law, daughter-in-law, son-in-law, including step relatives or any other member of the family unit living in the same household.

With prior permission of the Superintendent, up to three (3) days may be deferred until a later date to settle legal or other matters related to the death of the loved one. If bereavement leave is needed prior to the conclusion of the 90 day probationary period unpaid leave will be granted.

Bereavement leave of one (1) calendar day shall be granted for the death of other family members.

Jury Duty

Zionsville Community Schools encourages employees to fulfill their civic responsibilities by serving jury duty when required.

The paid Jury Duty leave time would be applicable in the event an employee is selected during a time the employee is scheduled to work after the employee had been employed with Zionsville Community Schools for 90 days. In the event this occurs, the equivalent of the employee's regularly scheduled work hours at their base rate of pay will be paid to the employee. Any

payment received for fulfilling jury duty responsibilities from the Court (not including mileage reimbursement) will be owed to the Corporation. Contact the Payroll Specialist at 317-873-2858 with any questions.

Employees must submit the jury duty summons to their supervisor or building administrator as soon as possible so that arrangements can be made to accommodate the employee's absence.

Witness Duty

Employees will be excused if called to testify in any civil or criminal action, if called to testify on a regular school day. This excused absence does not apply to individuals who are absent due to personal litigation. If the absence is related to personal litigation, Personal or Vacation time will be applied.

If the employee is released from testifying at a point in time before the end of the employee's regular workday, the employee may request, and the employee's immediate supervisor may grant excused leave for the rest of the day. Otherwise, the employee shall return to work upon release.

The paid Witness Duty leave time would be applicable in the event an employee is subpoenaed during a time the employee is scheduled to work after the employee had been employed with Zionsville Community Schools for 90 days. In the event this occurs, the equivalent of the employee's regularly scheduled work hours at their base rate of pay will be paid to the employee. Any payment received for fulfilling jury duty responsibilities from the Court (not including mileage reimbursement, parking, and meals) will be owed to the Corporation. Contact the Payroll Specialist at 317-873-2858 with any questions.

Employees must submit the witness subpoena to their supervisor or building administrator as soon as possible so that arrangements can be made to accommodate the employee's absence. Employees are expected to report to work on days or reasonable portions of days when attendance in court is not required.