

District - Building Nurses, including St. Dominic's

NORTHFIELD PUBLIC SCHOOLS

POLICY COVERING WAGES, HOURS AND FRINGE BENEFITS

BUILDING NURSES

July 1, 2024 through June 30, 2026

Approved by the School Board on May 13, 2024

ARTICLE I EMPLOYMENT

Section 1.01 – Introduction

These Personnel Policies and Practices contain information pertaining to your employment with Independent School District No. 659, Northfield (“District”). Please note that the information contained in this document may be changed from time to time. Nothing in this document establishes any form of a contract between you and the District, nor does anything in this document alter your at-will employment relationship with the District. In the same sense that you can resign your employment with the District at any time for any reason or no reason at all, so can the District terminate your employment at any time for any reason or no reason at all, consistent with the concept of at-will employment. When changes occur to the information contained in this document, the revisions will be issued to you. The statements contained in this Section 1.01 are subject to the requirements of any applicable law, such as the teacher Continuing Contract Law or the Veterans’ Preference Act, granting the employee employment rights.

Section 1.02 – Basic Services

Employees shall faithfully perform the services prescribed by the School Board or designated representative whether or not such services are specifically described in this manual or in a general job description, abide by the rules, regulations and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the salary indicated in this contract.

In keeping with State Laws, the Northfield District shall provide health services to students of St. Dominic’s School. The following guidelines will be observed in the delivery of such services:

The individual assigned to the St. Dominic School Nurse position shall be considered an employee of the Northfield District and shall be under the supervision of the District’s licensed school nurse. The District nurse shall be responsible for administering the budget accounts associated with this position including supplies, travel and funds allocated for additional clerical services. The District nurse shall also be responsible for assuring that the services provided to students at St. Dominic’s School are similar to those provided to students in other schools of the District.

Recruiting, screening and selection of applicants for the St. Dominic School Nurse position shall be the responsibility of the School District. Selection shall be made by the Superintendent’s designee after receiving recommendations from the District school nurse and the Principal of St. Dominic’s School.

Section 1.03 - Duty Year

For all buildings but the NCEC, the number of work days in a given year shall be the number of days students are in school plus five (5) additional days as scheduled by the District Nurse.

The NCEC building nurse will work year round.

The person employed to serve St. Dominic School shall be authorized to work the number of hours approved through the St. Dominic Student Report for Aides to Non-Public Students application. The work year shall correspond to those weeks that school is in session.

Section 1.04 – Work Day

The standard work day shall be 7.0 hours per day with the ability, at the discretion of the nurse, to work up to 8.0 hours per day.

The person employed to serve St. Dominic School shall be authorized to work the number hours approved through the St. Dominic Student Report for Aides to Non-Public Students application. The Director of Finance shall be responsible for determining the number of hours on an annual basis.

**ARTICLE II
RATES OF PAY AND HOLIDAYS**

Section 2.01 – Hourly Wages

2024-2025

	<u>ADN/LPN</u>	<u>ADN/RN</u>	<u>BSN/RN</u>	<u>MSN/RN</u>
Step 1	\$32.61	\$35.78	\$36.86	\$37.96
Step 2	\$33.70	\$36.87	\$37.98	\$39.12
Step 3	\$35.75	\$38.92	\$40.09	\$41.29
Step 4	\$37.13	\$40.30	\$41.50	\$42.75

2025-2026

	<u>ADN/LPN</u>	<u>ADN/RN</u>	<u>BSN/RN</u>	<u>MSN/RN</u>
Step 1	\$34.43	\$37.77	\$38.91	\$40.07
Step 2	\$35.58	\$38.92	\$40.09	\$41.29
Step 3	\$37.74	\$41.08	\$42.32	\$43.59
Step 4	\$39.20	\$42.54	\$43.81	\$45.12

Step placement of entering employees shall be recommended by the Human Resources Office and approved by the Board of Education. Step changes shall take effect at the beginning of the fiscal year. In order for an employee to advance to a succeeding step on the schedule, she/he must have been employed by the district for more than half of the preceding work year.

Section 2.02 - Holidays with Pay

Eligibility - Employees who are regularly employed at least twenty (20) hours per week in a regular work week assignment for a minimum of 173 days.

For all buildings except the NCEC - Six per year - Memorial Day, Thanksgiving Day, New Year’s Day, Labor Day, Christmas Day and the Friday after Thanksgiving.

For the NCEC building nurse – ten per year – 4th of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year Year’s Day, Martin Luther King, Jr. Day, Memorial Day, Juneteenth.

Job Sharing: For nurses that share one position, each nurse shall receive three paid holidays.

Section 2.03 - School Closing

In the event that school (or schools) is closed due to an emergency, Nurses shall continue to receive compensation for up to a maximum of one (1) day per year. Subsequent days would become e-learning days and Nurses would have the choice to work remotely or in the building at their regular rate of pay. School days that begin late or end early due to an emergency shall not be counted towards this day, and Nurses shall receive compensation proportionate to their workday for late start or early release portions of their day.

Job Sharing: For nurses that share one position, each nurse shall receive one paid snow day.

**ARTICLE III
LEAVES**

Eligibility - Employees who are regularly employed at least twenty (20) hours per week in a regular work week assignment for a minimum of 173 days.

Section 3.01 - Sick Leave

For all buildings except NCEC - Ten (10) days per year with pay shall be allowed whenever an employee’s absence is due to illness or injury of the employee, the employee’s dependent child, and/or for other individuals to the extent provided by Minnesota Law. Sick leave days are cumulative to 190 days.

For the NCEC - Twelve (12) days per year with pay shall be allowed whenever an employee’s absence is due to illness or injury of the employee, the employee’s dependent child, and/or for other individuals to the extent provided by Minnesota Law. Sick leave days are cumulative to 228 days.

Job Sharing: For nurses that share one position, each nurse shall receive five (5) day per year with pay based on the standard work hours per day of 7.0 hours.

An employee receiving compensation under the Worker’s Compensation Act may elect to use accumulated leave allowance to make up the difference between the worker’s compensation payments and the employee’s regular basic salary. Deductions from leave allowance will be made on a prorated basis according to the additional payments to the employee. In no event shall the additional compensation paid to the employee result in the payment of total daily, weekly or monthly compensation in excess of such employee’s basic salary.

Section 3.02 - Personal Leave

Building nurses may be granted a leave at the discretion of the school district of no more than five (5) days per year, noncumulative, and with no loss in pay, the days used to be deducted from unused sick leave, for situations that arise requiring the nurse's personal attention which cannot be attended to when school is not in session. No more than three (3) days can be used consecutively. Requests for personal leave must be made using the District's substitute/leave system at least three (3) days in advance, except for emergencies. No more than one building nurse can use personal leave on any given day.

Job Sharing: For nurses that share one position, each nurse shall receive two and a half (2.5) days per year, noncumulative, and with no loss in pay, the day to be deducted from unused sick leave.

Section 3.03 - Leaves of Absence Without Pay

Nurses may apply for leaves of absence without pay at the recommendation of the building principal and approval by the Director of Human Resources.

Section 3.04 - Bereavement Leave

Employees may be allowed up to ten (10) days per year of leave with pay in case of death. Bereavement leave may be used in the case of a death of family or friends.

Job Sharing: For nurses that share one position, each nurse shall receive five (5) days per year of leave with pay in case of death. Bereavement leave may be used in the case of a death of family or friends.

Time off for bereavement shall be deducted from unused sick days.

Section 3.05 - School Conference and Activities Leave

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District's substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances. Such leave will be deducted from the employee's sick leave allowance.

In addition to the statutory definition of school conference and activity leave, employees may also use school conference and activity leave for post-secondary college visits for high school age students.

Section 3.06 – Judicial Duty

For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty.

Section 3.07 - Vacation

Nurses who work a year-round schedule will earn vacation leave as follows:

Years of Service Completed:

1-5 Years - 15 Days

6 + Years - 20 Days

Section 3.08 - Child Care and Adoption Leave

Child care leaves under this section include maternity leave, parental leave and adoption leave. Child care leaves shall be processed under the Federal Family and Medical Leave Act (FMLA) for those employee's that meet the current eligibility requirements of FMLA as outlined in Policy 410 and Policy 448. Child care leaves for those employees that do not meet the current eligibility requirements of FMLA shall be processed under the District Disability After Childbirth Policy – Policy 411.

- A.** A child care leave shall be granted by the school district subject to the provisions of this Section. Child care leave may be granted because of the need to prepare and/or provide parental care for a child or children of the employee for an extended period of time.
- B.** An employee making application for child care leave shall inform the District in writing with intention to take the leave as soon as possible and at least one calendar month before commencement of the intended leave, except in unusual circumstances. The district and the employee will attempt to work out a satisfactory plan for the leave.
- C.** If the reason for the child care leave is occasioned by pregnancy, the employee shall also provide at the time of the leave application, a medical certification indicating the expected date of the delivery.
- D.** Sick leave under Section 3.02 and long-term disability insurance under Article IV, Section 4.06, is available for the disabilities of pregnancy prior to the commencement of the child care leave. Such use of sick leave days shall run concurrently with parental leave days under paragraph I.
- E.** In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, unless otherwise agreed, be required to:

- (1) Grant any leave more than six (6) months in length or to the beginning of the school year following such six (6) month period.

F. Failure of the employee to return pursuant to the date determined under this Section shall constitute the failure to work without first securing a release which is a ground for immediate discharge unless the school district and the employee mutually agree to an extension in the leave.

G. An employee who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave.

H. Up to twenty (20) days leave allowance may be used for adoption purposes such as preparation and legal reasons, necessary travel, and initial adjustment.

I. Up to ten (10) days parental leave may be used within 30 days of the birth of a child, the days used to be deducted from sick leave. Employees that qualify for maternity leave are not eligible for these parental leave days.

J. Time off during the leave period shall not count toward a step advancement on the wage schedule. However, employees will be advanced a step if they worked more than one-half of the duty days in their work year.

ARTICLE IV INSURANCE

Section 4.01 – Eligibility

An employee must work 20 hours per week or more in order to be eligible for group insurance coverage.

Job Sharing: Nurses that share one position are not eligible for insurance benefits as outlined in this Article.

The employer will purchase the group insurance policies described in this section. The provisions of this section are merely descriptive of the coverage provided, and the eligibility of the nurses for benefits shall be governed by the terms of the master insurance contracts in force between the employer and the insurers providing such coverage.

Section 4.02 – District Obligation

The employer's only obligation under the policies described in this section is to make the premium payments as provided in this policy document, and no claim shall be made against the employer in the event of a denial of insurance benefits by the insurance carrier. Upon separation of employment, all district contributions toward insurance benefits shall cease effective on the

last day of the month of the separation. The effective dates for changes in the employer contributions are January 1, each year.

Section 4.03 - Health and Hospitalization Insurance

The employer will contribute the same amount toward the monthly health insurance plan premium for single and family coverage as exists in the District's agreement for teachers with the Northfield Education Association if the employee wishes to enroll in the plan.

Employees who retire after age 59 or become disabled and who have been in the employ of the Northfield School District for at least ten (10) consecutive years, may buy the group health and hospitalization insurance at the school's group rate until the employee is eligible for Medicare. Participation beyond that shall be in accordance with applicable laws and regulations. The retired or disabled employee will pay the premium for such coverage to the school district

Once a retired employee becomes eligible for Medicare the retired employee's coverage will convert to a Medicare supplement policy. Such policy (when combined with Medicare) will at a minimum be equivalent coverage to the group health and hospitalization plan offered to active employees and retired employees who are not eligible for Medicare.

In the event a retired employee and his or her dependent(s) become eligible for Medicare at different times, the individual insured will be converted to the Medicare supplement policy upon becoming eligible. At such time as there is only one other insured remaining on the family group health plan, he/she will be converted to a single policy under the group health plan until they become eligible for Medicare. If dependent children are covered under the group health plan they will be eligible to continue coverage until such time that the last parent covered on the group health plan becomes eligible for Medicare.

When the retiree becomes eligible for Medicare, the retiree must be in compliance with M.S. 471.611

Section 4.04 - Dental Insurance

The employer will contribute the same amount toward the monthly dental insurance plan premium for single and family coverage as exists in the District's agreement for teachers with the Northfield Education Association if the employee wishes to enroll in the plan.

Section 4.05 - Life Insurance

The employer will provide group term life insurance coverage for each building nurse in the amount of \$35,000. The employee may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

Section 4.06 - Income Protection

The employer will pay the full premium for coverage under the district's long-term disability insurance plan. There shall be a 60-day waiting period before disability income protection goes into effect.

**ARTICLE V
LONGEVITY**

Section 5.01 - Longevity

The stipulated longevity amounts are to be paid in addition to the basic salary schedule. Longevity increments begin July 1 each year. All longevity pay will be based on the latest hiring date in cases of broken service.

Completed years of Service

6 – 9 years	\$2.00/hour
10-14 years	\$2.50/hour
15-19 years	\$3.00/hour
20+ years	\$3.50/hour

**ARTICLE VI
RETIREMENT**

Section 6.01 - 403b Matching Plan

Each year by October 1, employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee's contribution to a 403 (b) plan up to \$1,000 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account. Maximum lifetime district contribution will be \$35,000.