

MASSACHUSETTS NURSES ASSOCIATION

Agreement Between
Massachusetts Nurses
Association and Leicester
School Committee

July 1, 2015 – June 30, 2018

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PREAMBLE

Recognizing the importance of providing health care of the highest possible quality to the children of the Town of Leicester, and that good moral within the nursing staff of the Leicester School Department is necessary to achievement of that purpose, the Committee and the Nurses declare that:

- A. Under the laws of Massachusetts, the Committee, elected by the citizens of Leicester, has the responsibility for establishing the educational policies for the schools of Leicester. Except to the extent that there is contained in the Agreement a specific provision to the contrary, all of the authority, power, right, responsibilities, and duties of the Committee under the laws of the Commonwealth of Massachusetts are retained by and reserved exclusively to the Committee.
- B. The Superintendent of Schools (or designee) of the Leicester School Department (hereinafter referred to "Superintendent") has the responsibility for carrying out the policy so established by the School Committee and all authority, power, right, responsibilities and duties of the Superintendent under the laws of the Commonwealth of Massachusetts are retained by, and reserved exclusively to the Superintendent.

ARTICLE I – RECOGNITION

- A. The Leicester School Committee recognizes the Massachusetts Nurses Association as the sole and exclusive collective bargaining representative for the purposes of establishing conditions of employment for all School Nurses employed by the Town of Leicester.
- B. The School Committee will not aid, promote or finance any labor group or organization which purports to engage in collective bargaining or make any agreement with any such group or individual for the purpose of undermining the Massachusetts Nurses Association or changing any condition contained in this agreement.
- C. The term "Committee" as used in this Agreement refers to the Leicester School Committee.
- D. The term "Association" used in this Agreement refers to the Massachusetts Nurses Association.

ARTICLE II – ASSOCIATION STATUS/ACTIVITIES

- A. The Employer will advise all new school nurses at the time of employment that the Association is their bargaining representative. The Employer will provide a written list to the Association at the end of each quarter of the school year of the name of each new nurse or nurse who terminates employment or nurse who is on a leave of absence.
- B. The Employer recognizes the right of any nurse to become a member of the Association and will not discourage, discriminate, or in any other way interfere with the right of any nurse to become and remain a member of the Association.
- C. Commencing on the effective date of this Agreement, all employees who are members of the bargaining unit shall be required as a condition of their employment to pay an agency fee unless they become members of the Association within thirty (30) days. Said fee will be in an amount determined in accordance with all state and federal laws and regulations and shall reflect the costs of collective bargaining, contract administration and other permissible charges, except that in no case shall the fee be greater than the annual combined dues of the Massachusetts Nurses Association.
- D. The collection of the fee shall be solely the responsibility of the Association, and the School Committee shall not be responsible for the implementation, collection or enforcement of the fee, except that it will supply, on demand, any required documentation to establish that an individual refusing to pay is a member of the bargaining unit.
- E. The Association will enforce payment of the agency service fee. The Committee will not be required to take any action regarding the employment status of an individual who refuses to pay the agency service fee.
- F. The Employer agrees to deduct weekly Association membership dues or agency fee from the salary of each nurse who voluntarily remit to the Town a form authorizing for payroll deduction of Association dues or agency fee. Such authorization may be withdrawn by the employee by giving the Town notice in writing. The remittance of dues and agency fees shall be made to the Association no later than the 15th day of following month.
- G. An Association Representative may enter the Leicester School Department during business hours to conduct Association business provided such visit is scheduled in advance with the Employer.

ARTICLE III – NEGOTIATING PROCEEDURE

- A. No later than February 5th prior to the expiration date of this Agreement, the Leicester School Committee and Massachusetts Nurses Association agree to enter into negotiations over a successor Agreement in a good faith effort to reach agreement on all matters concerning wages, hours, and other conditions of employment for all members of the bargaining unit. Any agreement so negotiated will be written and signed by the Committee and the Association.

- B. If these negotiations reach an impasse, as defined in Chapter 150E of the General Laws of the Commonwealth of Massachusetts, then the procedure described in that Chapter shall apply.

ARTICLE IV - NON-DISCRIMINATION AND SEPARABILITY

- A. The School Committee agrees not to discriminate against any member of the bargaining unit on the basis of race, color, national origin, age, gender, sexual orientation, marital status, or handicap.
- B. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.

ARTICLE V - GRIEVANCE and ARBITRATION PROCEDURE

- A. DEFINITIONS
 1. Grievance: an alleged violation of a specific provision of this Agreement by an employee in the bargaining unit that the employee has been subject to a violation, inequitable application, or misrepresentation of the contract, or that the employee has been subject to a violation an unfair or discriminatory act or condition contrary to the contract.
 2. Day: during the school year, school days, and after the school year, business days.
- B. The purpose of the procedure set forth is to produce prompt and equitable solutions to those problems which from time to time arise and affect the conditions of employment. The Committee and Association desire that such procedure be as informal and confidential as may be appropriate for the grievance and level involved.
- C. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. The limits may be extended by mutual agreement. In the event the grievance is filed after June 1, the time limits set forth herein will be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as practicable.

Failure by the School Committee or its representatives to answer an appeal within the prescribed time limits shall mean that the appeal may be taken to the next step.

Step One

The grievant(s) may present the grievance in writing through or with the Association to the Principal or immediate supervisor. The Principal or immediate supervisor will meet with the grievant(s) and Association Representative within five (5) days to consider the grievance. The Principal or immediate supervisor will render a written decision to the grievant(s) and the Association within ten (10) days of said meeting.

Step Two

If the grievant(s) is not satisfied with the disposition of the grievance at Step One, the grievant(s) may present the grievance in writing to the Superintendent of Schools within ten (10) days of the Step One decision. The Superintendent or immediate supervisor will meet with the grievant(s) and Association representative within ten (10) days to consider the grievance. The Superintendent will render a written decision to the grievant(s) and the Association within ten (10) days of said meeting.

A grievance affecting a group of class of employees may be presented in writing at Step Two.

Step Three

If the grievant(s) is not satisfied with the disposition of the grievance at Step Two, the grievant(s) may present the grievance in writing to the School Committee within ten (10) days of the Step Two decision. The School Committee will meet with the grievant(s) and Association representative at the next scheduled School Committee meeting. The School Committee will render a written decision to the grievant(s) and the Association within ten (10) days of said meeting. The School Committee will determine whether the grievance is within the jurisdiction under Educational Reform and if so shall hold a hearing within thirty (30) days after receipt of the grievance by the School Committee.

Step Four

If the grievance is not satisfactorily resolved, the Association may refer the grievance to binding arbitration pursuant to the Voluntary Labor Arbitration Rules of the American Arbitration Association. The costs assessed by the American Arbitration Association and the Arbitrator shall be borne equally by the parties.

ARTICLE VI – HOURS OF WORK/WORK YEAR

- A. The work year for all school nurses will consist of one hundred eighty four (184) days, consisting of the 180 student days, one day before the first student day of school, the two scheduled professional days during the school year, and one additional day that shall be identified by June 30th of the preceding school year by each school nurse and each principal. This designated day shall be approved by the superintendent in consultation with the lead nurse teacher.
- B. The workday for all school nurses will be six hours and fifty minutes per day including a paid thirty (30) minute lunch except where unforeseen

circumstances arise. Work may commence fifteen (15) minutes prior to the start of the student day.

- C. If a nurse is required to work more than six hours and fifty minutes in a day or thirty four hours in a week or more than one hundred eighty three (183) days, then a nurse shall receive payment at the rate of thirty dollars (\$30.00) per hour.
- D. If a nurse is required to travel for work, then that nurse will be reimbursed at the Town approved mileage rate.
- E. School nurses shall participate on committees, as requested, including the District Wellness Committee, District Crisis Committee, and shall meet monthly as a team. The commitment of such activities shall not be required to exceed two (2) hours per week and shall be planned between each school nurse and their principal.

ARTICLE VII – NURSE EMPLOYMENT

- A. Any person hired as a school nurse by the Leicester School Department must be a currently registered professional nurse by the Board of Registration in Nursing for the Commonwealth of Massachusetts.
- B. A nurse employed by the Leicester School Department must maintain a CPR (Basic Life Support) certification. The Committee will provide a no cost CPR option for each school nurse.
- C. Upon initial employment with the Leicester School Department, the Superintendent will consider prior comparable experience and at his/her discretion establish the initial rate of pay for the nurse.
- D. Nurses will be evaluated at least once per year for the first three years (3), and upon being awarded their fourth (4th) consecutive contract will be evaluated every other year.

ARTICLE VIII – POSITIONS/VACANCIES/PROBATION/ORIENTATION

- A. The parties agree that if new bargaining unit classifications are created by the Committee, both parties shall negotiate the terms and conditions of the new bargaining unit classifications.
- B. Vacancies
 - 1. A vacancy is hereby defined as a newly created position or a position vacated by a member of the bargaining unit by reasons of resignation, death, retirement, dismissal, transfer, or leave of absence.
 - 2. During the school year, notices of vacancies will be posted for ten (10) calendar days in the main office of each school and on the MNA bulletin boards at each school. Nurses who desire consideration for a vacancy which may occur during the summer (i.e., June 15th through the Wednesday following Labor Day) must leave a written request with the Superintendent

before the close of the school year in June. MNA bulletin board is the responsibility of the school nurses.

3. When vacancies occur, the District will first post internally for the position. If a member of the bargaining unit wishes to apply for the position, they will be given the first opportunity to apply for the vacancy. If, after this process, and for cause the administration/building principal wishes to view other candidates, the position will then be posted externally (the bargaining unit member will still be in consideration for the position). If two or more bargaining unit members apply for a vacancy and both are considered equally qualified for the position by the administration/building principal, then the most senior member will be assigned to the position.
- C. Each newly hired nurse will receive a mentoring period to become familiar with all School Department policies and operations.

ARTICLE XIV – SENIORITY

- A. The length of service of the nurse in the bargaining unit shall determine the seniority of the nurse. Seniority shall not be affected when a nurse takes a leave of absence that has been approved by the School Department.
- B. In the event that the School Committee determines to reduce the number of employees in the bargaining unit, the reduction in force (RIF) procedure shall be based upon seniority, except if a junior nurse is demonstrably superior in performance and relevant qualifications. The least senior nurse shall be laid off first and the RIF shall progress inversely by seniority. The effected nurses shall have recall rights to any new position created based on seniority. The nurse with the most seniority shall be recalled first. Nurses shall maintain recall rights for two (2) years after the effective date of the lay-off.
- C. Nurses shall retain all seniority rights and benefits resulting from any reorganization of the School Department.

ARTICLE XV – LEAVES OF ABSENCE

- A. All benefits to which a nurse was entitled at the time his/her absence commenced will be restored upon return, and he/she will be assigned to a substantially equivalent position. All requests for leave of absence will be applied for in writing to the Superintendent at least sixty (60) days in advance of the request for said leave of absence when possible. Notification of approval or disapproval will be made in writing.

1. Sick Leave

- (a) All members of the bargaining unit will earn sick leave at the rate of fifteen (15) days per school year, accruing at the rate of one and on-half (1.5) days per month.
- (b) There will be no limit as to the total number of unused sick leave days which may be accumulated for any nurse hired before July 1, 1988. There will be a one hundred and eighty (180) day limit as to the total number of unused sick days that may be accumulated for any nurse.
- (c) Bedside care – an employee will be entitled to use up to five (5) days sick days per year in the event of an illness or injury requiring bedside care for members of the nurse's household or immediate relatives: father, mother, sister, brother, husband, wife, daughter, or son.
- (d) A first year nurse who has been absent because of illness early in the school year for a period in excess of accumulated sick leave days, may, at the end of the school year when sick leave days have been earned, apply for payment for the absent days under the sick leave policy.
- (e) Upon retirement of a nurse from the Leicester School Department, that nurse will be entitled to be paid one-third (1/3) of the nurse's total accumulated regular sick leave, not to exceed thirty (30) days at the rate of pay that the nurse is receiving at the time of retirement.
- (f) If a nurse's absence from duty recurs frequently, or habitually, and when in the judgment of the building principal or Superintendent there appears to be reasonable cause, a medical certificate from a physician will be required, and, if necessary, a second certificate from another physician requested and paid from by the School Committee. The second examination will take place during the school hours.
- (g) Nurses whose absences result from a school related assault while on official duty will not have deductions made from their sick leave up to twenty (20) days with no accumulation of days for carry-over purposes. The Superintendent may request medical verification of additional sick days.
- (h) Within twenty (20) school days of the beginning of each school year, each nurse shall receive notice of the number of sick days which the nurse has accumulated as of the first day of school that school year. This notice will be disseminated at the school through the building Principal.

2. Extended Sick Leave

- (a) A nurse suffering from any medical condition that requires them to be hospitalized or under home care who exhausts their accumulated sick leave may apply to the School Committee for an extended sick leave benefit. This benefit shall be equal to one-half

- (1/2) of a nurse's accumulated sick leave at the onset of the absence, to a maximum of ninety (90) days.
- (b) Nurses applying for this extended sick leave benefit must present a letter from a physician certifying that such leave meets the requirements outlined 2. (a).
 - (c) Each request for extended sick leave requires the approval of the Leicester School Committee whose decision is not subject to the grievance process or legal action. Each request shall be judged on its own merits. No leave will be granted for an absence of less than fifteen (15) days.
3. Personal Leave
- (a) Each nurse will be entitled to three (3) personal days per year. No more than two (2) personal days can be taken at a time and personal days cannot be taken in conjunction with holidays or vacations or first or last week of any school year with exceptions only at the discretion of and with prior written approval of the Superintendent. A two (2) day minimum prior notice is required to use personal time unless it is an emergency. Such leave shall not be cumulative. Personal leave days must be taken in increments of one (1) full day.
 - (b) Nurses hired prior to July 1, 2008 that have more than three (3) personal days may bring such days forward to be used subject to the guidelines of this article. These identified days must be used prior to June 30, 2011.
4. Association Business
- (a) The Committee agrees that one (1) nurse designated by the Association will, upon request, be granted a leave of absence for up to one (1) year without pay for the purpose of engaging in Association business (local, state, national). Sick leave will not accumulate during the period of this leave.
5. Sabbatical Leave
- The School Committee has the authority to act on individual requests under existing state law in regard to sabbatical leave.
6. Maternity Leave
- (a) Maternity leave will be granted by the School Committee to those members so eligible in accordance with the related laws of the Commonwealth of Massachusetts.
 - (b) Particular options, within the scope of said laws regarding duration will be in accordance with the adopted administrative policy of the Committee and made known to the members of the bargaining unit.
7. Court Related Leave
- (a) Any nurse who is required to serve as a juror will be reimbursed in accordance with existing State statutes and/or regulations. Nurses serving on jury duty beyond three (3) days will be reimbursed the difference between their per diem salary and the State allotment.

- (b) Any nurse who is required to appear in a court of law under subpoena will be reimbursed the difference between their per diem salary and the State allotment.
- 8. Bereavement Leave
 - (a) In the event of the death of a father, mother, sister, brother, husband, wife, daughter or son, a nurse will receive five (5) days leave beginning with the first full day after the day of death.
 - (b) In the event of the death of grandparents, mother-in-law, father-in-law, or grandchild, a nurse will receive three (3) days leave beginning with the first full day after the day of death.
 - (c) In the event of the death of other relatives (aunt, uncle, niece, nephew, spouse of aunt, spouse of uncle, brother-in-law, sister-in-law, or first cousins), a nurse will receive a one (1) day leave to for attendance at the funeral.
 - (d) All time periods shall include weekends and holidays.
 - (e) In the event reasonable additional time is necessary said additional time will be deducted from sick leave upon notification to the Superintendent.

ARTICLE XVI - PROFESSIONAL DEVELOPMENT

- A. The District shall provide professional development program opportunities which shall offer courses that will meet the licensing or certification needs of all members of the bargaining unit at no cost to the nurse. This obligation may be met through any combination of in-service programs, professional development programs; conferences, tuition reimbursement, workshops, or other offerings by DOE approved Professional Development providers or nursing CEU providers. The School Committee shall not be responsible for any failure of a nurse to maintain their license or certification.
- B. Nurses shall submit a course approval form to the Superintendent's Office. Upon approval, the original shall be filed and a copy of the approval shall be forwarded to the nurse for their records. The nurse shall submit a copy of the grade for the completed course which shall be compared to the course approval form on record. Only those courses for which a corresponding course approval exists shall be reimbursed. The District will provide reimbursement for graduate level courses (at the discretion of and with prior written approval of Superintendent) at the Worcester State College rate. (No more than one course per year).
- C. A nurse accepted into a formal degree program may submit a copy of her/his acceptance into the program and a listing of the courses with the anticipated time frame to enroll in said courses. The Superintendent shall approve the courses for the entire program. In the event that the college or university changes the program subsequent to the approval, the nurse shall immediately notify the Superintendent's Office. The District will provide reimbursement for graduate level courses (at the discretion of and with prior written approval of

Superintendent) at the Worcester State College rate. (No more than one course per year).

ARTICLE XVII – EARLY RETIREMENT INCENTIVE

- A. In order to provide an incentive for early retirement for those who so desire, a nurse hired prior to July 1, 2008, with twenty-five (25) years of employment with the Leicester School System who intends to retire at the end of the school year and gives written notice to the Superintendent by February 1st of the preceding fiscal year and is between the ages of fifty-five (55) and sixty-one (61); shall receive a bonus of \$5,600. Upon notification to the School Committee of an impending retirement three (3) years prior to the date, the bonus will be prorated and paid over three (3) years. Exemptions can be made for personnel with fewer than three (3) years left before retirement and other personnel who experience a “major” life-changing situation. The School Committee agrees that this payment may be made in two (2) equal payments, one (10 at the time of retirement and one (1) a year later. There will be no retirement incentive for any nurse hired after July 1, 2008.

ARTICLE XVIII – PROFESSIONAL NURSES COMMITTEE

- A. The Association and the Superintendent may meet at least twice per year at the request of either party.
- B. The purpose of the Committee is to discuss issues of contract administration.
- C. The nurses will have the opportunity to discuss and give input into any new health education programs developed by the L.S.C.

ARTICLE XIX – PERSONNEL RECORDS

- A. The Principal will evaluate the performance of the school nurse at lease once per year for the first three (3) years, and upon being awarded their fourth (4th) consecutive contract every other year during the term of this contract based upon the following “standards of evaluation”: (1) this contract; (2) the standards prescribed in the Education Reform Act of 1993 as amended; (3) the policies and standards of School Committee; (4) the policies and directives of the Superintendent; and (5) the annual school and personal improvement goals agreed upon by the Principal and the nurse.
- B. In the event that the Principal determines that the performance of the nurse is less than satisfactory in any respect, the Principal will describe in writing, in reasonable detail, specific instances of less than satisfactory performances. The

evaluation will include recommendations as to areas of improvement in all instances where the Principal deems performance to be less than satisfactory. A copy of the written evaluation will be delivered to the nurse. The nurse will have the right to make a written reaction or response to the evaluation. This response will become a permanent attachment to the nurse's personnel file. Within thirty (30) days of the delivery of the written evaluation to the nurse, the Principal will meet with the nurse to discuss the evaluation.

- C. No material derogatory to a nurse's conduct, service, character, or personality will be placed in the nurse's personnel file unless the nurse has had the opportunity to review such material. Excluded from this will be material such as confidential references received at the time of the initial employment.

ARTICLE XX – BARGAINING UNIT WORK

No one outside the bargaining unit shall perform work normally done by the nurses covered by this agreement.

ARTICLE XXI – LONGEVITY

Members of the bargaining unit shall be eligible for longevity in the following amounts upon completion of each year of service. The longevity payment shall be made with the last pay period of the school year.

Years of Service	Payment
20-25	\$600
25 and more	\$1,200

ARTICLE XXII – GROUP HEALTH AND LIFE INSURANCE/LIABILITY

The school nurses will receive the same fringe benefits, including but not limited to individual or family group health insurance, group life insurance, accidental death, and dismemberment insurance, as provided to all employees of the Town of Leicester. Nurses hired prior to June 30, 2008 will contribute twenty-five (25%) to the cost of health insurance and nurses hired from July 1, 2008 on, will contribute thirty (30%) to cost of health insurance.

ARTICLE XXIII – PENSION/ANNUITY

The Committee shall service a tax-sheltered annuity plan for employees in accordance with Section 37B of Chapter 71 of the Massachusetts General Law.

ARTICLE XXIV – WAGES

- A. Nurses will advance one step in the salary schedule at the commencement of School year in each year of the contract.
- B. The attached salary scale (Appendix A) shall reflect a 2% increase for the first two years of the contract period and a 1.5% for the final year of the contract period and the addition of a Master's lane.
- C. A nurse may receive the balance of his/her earned salary payable on the 21st pay day provided the nurse has made a request for such pay in writing to the Superintendent prior to April 1st of the school year. Nurses must also have accumulated at least ten (10) sick days by that date; otherwise they will not receive their summer pay until the 22nd pay day. Any portion of any group insurance premium due over the course of the summer shall be deducted from the lump sum payment

ARTICLE XXV – SCHOOL NURSE LICENSE FEE

As of the 2005-2006 School Year the Leicester School Committee agrees to reimburse each school nurse for the \$100.00 License Fee required every five (5) years for her/him to practice as a School Nurse.

ARTICLE XXVI – DURATION

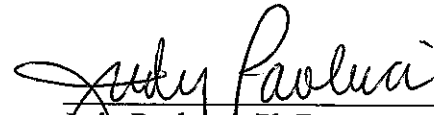
- A. The provisions of the Agreement shall be effective July 1, 2015, and will and remain in effect up through June 30, 2018.
- B. Said Agreement will automatically be renewed and continue in full force and effect for additional periods of one (1) year, unless either the Committee or the Association gives written notice no later than ninety (90) days prior to the aforementioned expiration date, or any anniversary thereof, of its desire to reopen the Agreement and negotiate over the terms of a successor Agreement. The provisions of this paragraph shall apply to those Articles or parts thereof that expire at times other than the expiration date of the Agreement.

IN WITNESS THEREOF, the Leicester School Committee (L.S.C.) and the Massachusetts Nurses Association (MNA) have caused this Agreement to be executed by its duly authorized representatives.

Massachusetts Nurses Association

Leicester School Committee

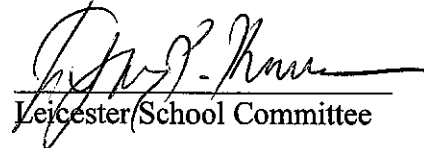
Julie Pinkham, RN
Executive Director



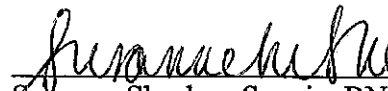
Judy Paolucci, Ph.D.
Superintendent of Schools



T. Edmund Burke, Esq.
Associate Director



Leicester School Committee



Susanne Sheehan-Soucie, RN
Chairperson

APPENDIX A

1. Wages

2015-2016

Step	Bachelors	NBCSN	Masters
1	\$46,590	\$46,590	\$46,590
2	\$48,545	\$48,545	\$48,545
3	\$51,203	\$51,203	\$51,203
4	\$53,421	\$53,421	\$53,421
5	\$54,688	\$54,688	\$56,428
6		\$56,931	\$58,682
7		\$59,707	\$61,472
8		\$62,217	\$63,972
9			\$66,520
10			\$68,992
11			\$71,753

2016-2017

Step	Bachelors	NBCSN	Masters
1	\$47,522	\$47,522	\$47,522
2	\$49,516	\$49,516	\$49,516
3	\$52,227	\$52,227	\$52,227
4	\$54,489	\$54,489	\$54,489
5	\$57,557	\$57,557	\$57,557
6		\$58,070	\$59,855
7		\$60,901	\$62,702
8		\$63,461	\$65,252
9			\$67,851
10			\$70,371
11			\$73,188

2017-2018

Step	Bachelors	NBCSN	Masters
1	\$48,472	\$48,472	\$48,472
2	\$50,506	\$50,506	\$50,506
3	\$53,272	\$53,272	\$53,272
4	\$55,579	\$55,579	\$55,579
5	\$58,708	\$58,708	\$58,708
6		\$59,231	\$61,052
7		\$62,119	\$63,956
8		\$64,730	\$66,557
9			\$69,208
10			\$71,778
11			\$74,652

2. **Lead Nurse**

A nurse shall be designated as a lead nurse and shall be paid a stipend of \$1,636 for 2015-16, \$1,669 for 2016-17, and \$1,702 for 2016-17. This position shall be posted in May of each year. The job description for this position shall be the following, but may be further adjusted upon an agreement of both parties:

Leicester Public Schools

Job Description

TITLE: School Nurse Leader

QUALIFICATIONS: The school nurse leader shall be a school nurse in Leicester. That school nurse shall possess a NCSN or master's degree or equivalent and demonstrated expertise in school nursing practices and content knowledge relevant to the field of school nursing. Additionally, the school nurse leader shall possess the following special knowledge and skills:

- a. Must possess strong organizational skills as well as the ability to handle projects professionally.

- b. Demonstrated ability to exercise independent judgment, prioritize tasks and work both independently and collaboratively.
- c. Demonstrated computer skills.
- d. Must be team oriented with excellent interpersonal and communications skills.
- e. Must be willing to participate in ongoing in-service training as requested.
- f. Must maintain a high level of ethical behavior and confidentiality of information as required by law.

REPORTS TO: One Administrator will be designated as the supervisor of the school nurse leader.

JOB GOAL: To assist the school administration with leadership decisions, communication, budget development, and professional development; to serve as a liaison between the administration and the school nurses; and to support the work of the district in efforts to continually improve the school nursing services provided to our students.

PERFORMANCE EVALUATIONS: The school nurse leader shall be evaluated in narrative form, based on the goals and objectives determined by the leader and the administrator.

REPRESENTATION STATUS: Massachusetts Nurses Association and Leicester School Nurses

JOB RESPONSIBILITIES: Provides leadership and administrative support to the school department as follows:

- Serve as a liaison between the administration and the school nurses (hereinafter referred to as the "team") by managing communications from and to the team and the administration and/or Superintendent and keep the administration current regarding team issues.
- Communicate and share best practice and current research regarding nursing practices, data use, technology, and other associated areas pertinent to the field of school nursing.
- Facilitate the goal-setting process for the team and contribute to the development and implementation of districtwide goals.

- Assist in the development of appropriate school procedures to provide for the most effective administration of school nursing related matters.
- Maintain and abstract data for the school health database in preparation of meetings or to file reports.
- Manage special projects as assigned by the administration.
- Meet with school physician to review annual standing orders, acquire annual prescription to restock house Epipen supplies, and signatures for bi-annual renewal of partial medication delegation waiver with the DPH.
- File annual mandated BMI and Postural Screening reports with DPH.
- Attend the Central Regional Nurse Leader meetings, held 3 times per year, and the year-end Massachusetts Nurse Leader conference and share all updates from DPH.
- Serve on the District Wellness Committee and District Crisis Team and attend associated meetings,
- Organize monthly team meetings and maintain meeting agendas and minutes and accompanying support materials.
- Coordinate the use of nursing students to assist with mandated screenings.
- Manage technology, calibration of audiometers, nursing-specific supplies, professional development, grant, and fiscal resources for the team and maintain appropriate inventories.
- Dispose of sharps and medications as needed.
- Report regularly to the administration any developments or problems associated with the district nursing services that may require the administration's awareness or action.
- Assist with the hiring process for any openings on the team.
- Maintain thorough knowledge of district policies and procedures and be included in the revision or adoption of policies that involve school health services and communicate policy and procedural expectations to the team.
- Maintain a health services webpage to communicate general information, policies, procedures, and protocols regarding school health.

TERMS OF EMPLOYMENT: The school nurse leader position is an annual position. The stipend paid to this leader is for time spent beyond the regular school hours fulfilling the responsibilities of the position.

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