

INTRODUCTION

The following agreements have been reached by the representatives of the Parkway Board of Education and the representatives of the Parkway Registered Nurses Association. We hereby submit these agreements to the Board and to the Parkway RNA for consideration and recommend their acceptance. The Board and the Association shall provide to each other appropriate evidence of final action.

Kathy Wellou RN, BSN -NCRN

Vicki Onizuki

Katherine Park

Susan Rothman RN

Burton J. Vondt, RN

Mary R. Muckler

Wendy Wright

Bill R. Scott

Jan M. Calcaterra

Randy A. SCL

Sara Sarnocher, RN

TABLE OF CONTENTS

<u>UNDERSTANDING OF THE AGREEMENT</u>		PAGE(S)
ARTICLE I	MUTUAL RECOGNITION AND EFFECTS OF THE AGREEMENT	1
ARTICLE II	PUBLICATION OF THE AGREEMENT	1
ARTICLE III	IMPLEMENTATION OR MODIFICATION OF THE AGREEMENT	2
 <u>ASSOCIATION BUSINESS</u>		
ARTICLE IV	RELEASED TIME FOR ASSOCIATION OFFICERS	2
ARTICLE V	ASSOCIATION COMMUNICATIONS	2
ARTICLE VI	SALARY/ASSOCIATION DUES DEDUCTIONS	3
 <u>EMPLOYMENT STATUS</u>		
ARTICLE VII	ASSIGNMENT	4
ARTICLE VIII	JOB PERFORMANCE APPRAISAL	4
ARTICLE IX	PERSONNEL FILES	4
ARTICLE X	REDUCTION-IN-FORCE	5
ARTICLE XI	TRANSFERS	6
ARTICLE XII	EARLY RETIREMENT INCENTATIVE	7
 <u>LEAVE POLICIES</u>		
ARTICLE XIII	PAID SICK LEAVE	8
ARTICLE XIV	PERSONAL LEAVE	10
ARTICLE XV	UNPAID EXTENDED LEAVE	11
ARTICLE XVI	VARIOUS SPECIAL LEAVES	11
 <u>PROFESSIONAL PROCEDURES</u>		
ARTICLE XVII	EDUCATIONAL REQUIREMENTS	13
ARTICLE XVIII	PROFESSIONAL DEVELOPMENT	14
ARTICLE XIX	EXTRA DUTY PAY	14
ARTICLE XX	GRIEVANCE PROCEDURE	14

WORKING CONDITIONS

ARTICLE XXI	LUNCH PERIOD	20
ARTICLE XXII	HEALTH ROOM FACILITIES	20
ARTICLE XXIII	SCHOOL CALENDAR	20
ARTICLE XXIV	SCHOOL HOURS	20
ARTICLE XXV	CAMP DUTY	21

WAGES AND BENEFITS

ARTICLE XXVI	EMPLOYEE INSURANCE	21
ARTICLE XXVII	SALARY SCHEDULE OPERATIONAL PLAN	23
ARTICLE XXVIII	SALARY SCHEDULE	26

BOARD OF EDUCATION POLICIES AND GUIDELINES

BEREAVMENT LEAVE	27
BUSINESS RELATED GRATUITIES	28
DRUG-FREE WORKPLACE	29
ELECTRONIC USE POLICY	35
EQUAL OPPORTUNITY EMPLOYMENT	40
FAMILY MEDICAL LEAVE ACT	44
JURY DUTY/COURT APPEARENCE	50
MILITARY LEAVE	51
PARENT/PUBLIC CONCERNS AND/OR COMPLAINTS	52
PERSONAL LEAVE	56
PROFESSIONAL RELATIONSHIPS	57
SALARY/ASSOCIATION DUES DEDUCTIONS	59
SALARY SCHEDULE OPERATIONAL PLAN	61
SEXUAL HARASSMENT	65
SUPPORT STAFF TUITION REIMBURSEMENT	73

UNDERSTANDINGS OF THE AGREEMENT

ARTICLE I

MUTUAL RECOGNITION AND EFFECTS OF THE AGREEMENT

The Parkway Board of Education, whose authority is strictly defined and delineated by state law, confers with employees and their designated representatives in the manner and to the extent authorized by Missouri law.

The Board of Education, under law, has the final responsibility of establishing and evaluating policies for the District. The Superintendent is delegated the responsibility and authority to implement the established policies, and the professional nursing staff has the responsibility to carry out established policies and administrative regulations.

The District and Parkway Registered Nurses Association (PRNA) believe that continuing a collaborative effort in the negotiation process is in the best interest of both parties. In addition, both parties will continue to foster a collaborative relationship through the Employee Relations Council, comprised of the Superintendent of Schools, the Director of Human Resources, the President of the Parkway Registered Nurses Association and the Parkway NEA UniServ Director.

At least once a year, the Board and the PRNA will conduct a Communications Lab, attended by representatives of the Administration, the Association, and the Board of Education, to openly exchange information and points of view concerning priorities and activities of the District.

In years preceding revisions to the Agreement, a preliminary Communications Lab will seek mutual understanding of issues which each group believes should be considered as topics of discussion and exploration. At a second lab, representatives of administration and PRNA will report to the Board of Education the results of their collaborative study in order to define issues to be addressed through the negotiation process. Once the parties' representatives have reached resolution of these matters through contract discussions, those items accepted by the Board of Education and adopted as policy or determined to be administrative regulations shall be printed in the Parkway Policy Manual.

The Agreement section of the Parkway Professional Nurses' Handbook records terms of the Parkway Board of Education-PRNA Agreement as revised by representatives of the Parkway Board of Education and the Parkway Registered Nurses' Association in December 2007. Upon acceptance by the Board of Education and the PRNA, this Agreement shall be effective July 1, 2008, through June 30, 2011.

The Superintendent of Schools and the President of the PRNA will work collaboratively with the Board of Education to facilitate implementation of the Agreement.

ARTICLE II

PUBLICATION OF THE AGREEMENT

Those articles which have been agreed to or reaffirmed and which have been approved and adopted by the Board as policy or as administrative procedure will become part of the Agreement between the Parkway School District Board of Education and the Parkway Registered Nurses' Association. After review by both parties, the document will be duplicated at District expense and issued to all nurses as part of the Parkway Professional Nurses' Handbook.

ARTICLE III

IMPLEMENTATION OR MODIFICATION OF AGREEMENT

If the Board of Education determines a modification to a policy, guideline, or an administrative agreement is of such a compelling nature that it requires immediate attention, prior to the next scheduled period of negotiations, representatives of the Board will meet and confer with the representatives of PRNA in an attempt to mutually resolve the issue prior to the Board's action on the matter. Whenever possible, decisions to adjust terms of the Agreement will reflect the approval of both parties. The Board of Education, however, reserves its legal responsibility and prerogative to act in all matters as it deems necessary to serve the interests of the Parkway School District.

Procedures mentioned in this Article should be construed neither as a restriction upon the Association's rights under the Board/PRNA Agreement to pursue the Grievance Procedure nor as a waiver of responsibilities of either the PRNA or the Board of Education to act in good faith compliance with the terms and conditions of the Agreement.

ASSOCIATION BUSINESS

ARTICLE IV

RELEASED TIME FOR ASSOCIATION OFFICERS

A. Meetings and Travel

1. The administration will comply with all reasonable requests from PRNA for release time with pay to attend annual state and national conferences up to a maximum of six (6) days during the school year.
2. Association representatives will be released without loss of pay to attend to other association business when such activities are scheduled by the parties to occur during working hours.

ARTICLE V

ASSOCIATION COMMUNICATIONS

A. The administration will approve the posting of notices or use of the intra-district mail to distribute information regarding Association activities under the following guidelines:

1. Informational materials or notices will be limited to newsletters; recreational and social activities; association elections and appointments, meetings and reports.
2. Posting will be limited to one location per building.

B. The Department of Human Resources will comply with all reasonable requests from officers of the PRNA for updated lists of employees represented by the PRNA.

ARTICLE VI

SALARY/ASSOCIATION DUES DEDUCTIONS

A. Permitted Deductions

The Board of Education authorizes the Administration to provide salary deductions as requested by its employees. Such deductions include, and are limited to:

- Public School Retirement System of Missouri
- Non-Teacher School Retirement System of Missouri
- Federal and State Withholding Tax
- FICA (Social Security)
- Group Insurance
- Dependent Insurance (Medical, Dental, Vision)
- Tax Sheltered Annuities
- United Way
- United States Savings Bonds
- Educational Employee's Credit Union
- Garnishments
- Employee Association Dues
- Assessments and Voluntary Contributions
- Other salary deductions as may be agreed between the District and employee groups

The District will provide electronic deposit of employees' paychecks to participating banking institutions elected by the employee.

B. Guidelines for Deductions

The following guidelines will be applicable to nurses who desire to have professional Association dues, assessments, and voluntary contributions deducted from their payroll checks:

1. The nurse must authorize deductions in writing on forms provided by the Business Office.
2. Authorization for dues deduction will continue in effect from year to year unless revoked, in writing, by the nurse.
3. Prior to August 1st of each school year, the PRNA treasurer will provide the Business Office an updated listing of all applicable members and the amount of their deduction for the forthcoming school year.
4. Dues will be evenly deducted from 24 regular paychecks of the following school year.
5. Late deduction requests received in the Payroll Office will be deducted starting after one (1) week or the next payday, whichever is later, and continue for the balance of the school year.
6. By concurrent notice to the District and the PRNA treasurer, nurses may withdraw payroll deduction authorization at any time except April 1 through August 15, when fees have already been encumbered for state and national dues.
7. The Payroll Office will verify with the PRNA treasurer monthly the names of any nurses who have withdrawn their dues authorization.
8. The Business Office will forward a check for the deducted dues within five (5) working days following each pay period to the PRNA treasurer, along with a listing of the names for each deduction.

EMPLOYMENT STATUS

ARTICLE VII

ASSIGNMENT

- A. Nurses accepting employment agree to accept the building assignment of the Superintendent of schools. Assignments may be changed, as required, to serve the best interest of the school system, taking into consideration the professional qualifications, interests and seniority of the nurse. In the event of such change in assignment, the nurse shall be notified by an administrator, as soon as possible, and provided with an explanation of the reasons for the change. Prior to a final decision, the administrator will consider any concerns of the nurse; however the administrator's decision will be final.
- B. The National Association of School Nurses (NASN) recommends a BSN prepared registered nurse in every school building.

ARTICLE VIII

JOB PERFORMANCE APPRAISAL

- A. Each new employee will have at least one (1) formal job performance appraisal with his/her designated school administrator before the end of the first sixty (60) working days. At least one (1) formal job performance appraisal will be conducted per year, thereafter, or as many appraisals as the supervisor determines will be beneficial to the employee and the District. Said performance appraisals shall be conducted in collaboration with the Manager of Health Services. The results of these appraisals will be maintained in the employee's personnel file in the Human Resources Department.

ARTICLE IX

PERSONNEL FILES

- A. Each employee may review the contents of his/her building personnel file upon notification of the school principal and may review the contents of the official personnel file kept in the Administrative Center upon notification of the Director of Human Resources. The employee may be accompanied by an Association representative to review his/her file or may authorize, in writing, the representative to conduct the review.
- B. When material other than transcripts, nursing certificates, and other documents required by law are placed in an employee's file, he or she shall be:
 - 1. notified of all material being placed in his/her files (at the Administrative Center or in the School). Any material which would adversely affect the employee will be dated and signed by the employee and his/her supervisor;
 - 2. given a copy of this material;
 - 3. provided an opportunity to attach a written response to materials in the files.
- C. Any material mutually determined by the District and the employee to be inappropriate or invalid, shall be removed from the employee's personnel file.

- D. Upon request of the employee, any material which would adversely reflect upon the employee will be removed from the employee's personnel file after five (5) years (as per reference B-1) provided:
1. there are no other adverse documented incidents; and/or
 2. the District believes said documents need not be retained due to federal/state legislation/guidelines or the potential for litigation.
- E. Any material held by the principal and/or District without the knowledge of the employee, and /or apart from the employee's official files, may not be utilized in any action which would adversely affect the employee.
- F. At any meeting in which a document might be signed which could adversely affect the job security of an employee; the administrator will advise the employee of his/her right to have a PRNA representative present.

ARTICLE X

REDUCTION-IN-FORCE

In the event reductions in the Department of Health Services are required, these reductions will be based upon the overall operations of the District.

A. Method of Reduction

1. Normal attrition of nursing staff will be used as the primary means for this reduction.
2. If normal attrition does not achieve the needed reduction, the Director of Human Resources in conjunction with the Manager of Health Services will select the most qualified employees for the remaining openings.
3. Nurses and nurses holding BSN degrees will be treated as a single group in the application of these criteria. No distinction will be made between registered nurses and nurses with BSN degrees in the application of the article. The following criteria will be considered by the Director of Human Resources for the reduction in force decision.
 - a. full-time employment status
 - b. performance appraisals for the previous three (3) years
 - c. employee seniority
4. If the Director of Human Resources determines there are two or more equally qualified nurses, the most senior employees will be retained.
5. Nurses on approved leaves of absence at the time a reduction in staff takes place will be considered in the decision process as if they were working at the time.

B. Conditions of Reduction

1. Nurses who have lost positions due to staff reduction, if they desire, shall have priority on the substitute list, according to seniority.
2. Any nurse who would have qualified for retirement during the reduction year shall be permitted to work that year so as to acquire the last year of needed service. A nurse will lose this privilege if he or she is the last individual within his or her respective group to be reduced.

3. Leaves of Absence may be granted by the Board, upon written request, when a reduction of staff is necessary in compliance with the Leave of Absence policies of the District.
4. During a reduction, affected nurses will receive insurance benefits at the District's expense for a period of three (3) months, and may continue coverage at their own expense if they so choose. Affected nurses may remain with the District's group insurance, at their expense, as long-as-they are not eligible for membership in another plan, for no longer than thirty-six (36) months from the date of the reduction.
5. New nurses will not be employed by the District while there are nurses of the District who are laid-off, unless there are not laid-off nurses with proper qualifications to fill any vacancy which may arise.

C. Terms of Recall

1. Nurses affected by a reduction-in-force will be subject to recall for a maximum period of three (3) years. Nurses will be recalled as vacancies occur in the reverse order from which they were laid-off.
2. The District will give written notice of recall from layoff by sending a registered or certified letter to said nurse at his/her last known address. It shall be the responsibility of each nurse to notify the District of any change in address. The nurse's address, as it appears on the District's records, shall be conclusive when used in connection with layoffs, recalls, or other notices to the nurse. If a nurse fails to accept notice of recall within ten (10) calendar days from the date of sending the recall, unless an extension is granted in writing by the District, the nurse shall be considered to have voluntarily terminated his/her individual employment contract and any other employment relationship with the District.
3. Nurses laid off due to staff reduction will not lose status or credit for previous years of service. Upon return to the district, they will assume the step position on the salary schedule which they would have held in the year following the reductions.

ARTICLE XI

TRANSFERS

A. Voluntary

1. All vacant positions will be posted for five days by the Department of Human Resources at each school in a prominent location usually accessed by nursing personnel. Furthermore, each nurse shall be notified by means of the email system of the school district. In the months that school is not in session, postings will be mailed to all current nurses.
2. A nurse may request a transfer of assignment to another building or department by completing a Voluntary Transfer Request Form by the posted closing date and submitting this request to the Department of Human Resources. Copies will be sent to the current principal and the principal in the school with the opening by Human Resources.
3. The professional experience and interpersonal skills of the nurse requesting a transfer will be evaluated by the District's Manager of Health Services and the administrator of the receiving school. First consideration will be given to currently employed full-time Parkway nurses for all vacant positions, with preference given to nurses who were involuntarily transferred the previous year. Current full time Parkway nurses will be interviewed by the prospective administrators prior to formal interviews of external candidates. Vacancies will be filled on the basis of qualifications and other relevant factors, which will be made known along with the announcement of the vacancy.

4. Selection and final decision on assignments is the responsibility of the building principal in consultation with the Manager of Health Services. After interviewing is completed, the administrator will notify the applicant of his/her decision and sign the Request for Transfer form and forward to Human Resources.

B. Involuntary Transfers

1. Nurses who must be transferred to another building as a result of closed buildings, enrollment decline, curriculum reorganization, or other District reorganization decisions will be given first preference in filling any new vacancies.
2. Principals will select nurses who were involuntarily transferred until all nurses have been assigned to a position for which they are qualified. To the extent possible, a nurse's preference in assignment will be honored.
3. Any involuntary transfer nurse will receive a letter from Human Resources confirming the school reassignment.

ARTICLE XII

EARLY RETIREMENT INCENTIVE

A. Eligibility

The following early retirement incentive will be available to nurses who meet the following criteria:

1. Have at least ten (10) years of service with the District.
2. Have between twenty-five (25) and thirty (30) years of credited service in the Public Educational Employees Retirement System (PEERS).

B. Terms and Benefits

For a four (4) year period covered by the Contract for Early Retirement Services, the District will continue to pay for the employee, the insurance premium for medical, dental, life and vision coverage as provided for all full-time employees. Eligible dependents may be covered during this period by the employee directly paying the premiums to the District.

C. Application Process

1. The employee's request to participate in the Early Retirement Program will include a statement that, if the request is approved by the Board of Education, the employee will resign as a full-time employee of the District, effective at the end of the current school year. This decision to retire is irrevocable, except in very unusual circumstances, when accepted by the Board of Education. The employee's request for early retirement must be submitted to the Department of Human Resources by the end of the third week in January.
2. The Board of Education may, at its sole and absolute discretion, accept or reject an employee's request to participate in the Early Retirement Program. In making its decision, the Board will consider all relevant circumstances, including the District's staffing needs and its effort to maintain a high quality staff.

D. Required Service and Compensation

All employees granted coverage as a provision of early retirement are required to sign a Contract for Early Retirement in which they agree to provide the equivalent of one (1) six-hour day of service during each of the four (4) years of coverage.

1. Services to be performed that will satisfy the employee's obligation to the District will:
 - a. Be in support of the teaching curriculum, and
 - b. Best utilize the experience and skills of the employee
2. Such services may include, but are not limited to:

Curriculum development
Workshop development and/or presentation
Middle school camp planning and supervision
Field trip supervision
Athletic contest administration
Student testing
Tutoring
Substitute teaching
Teacher/mentor/assistance program

and other activities agreed to by the school principal, with the approval of the Director of Human Resources.

E. Additional Options

1. The District may offer additional incentives, as needed, to address specific demographic, monetary or staffing needs. The District and the PRNA will collaborate in developing the specific features of any such plan.
2. The Superintendent may recommend, at any time, that an employee, who would not otherwise qualify, be able to enter voluntarily into a Contract for Early Retirement Services.

LEAVE POLICIES

ARTICLE XIII

PAID SICK LEAVE

A. Duration

The Board of Education will grant paid sick leave without limit to each regular nurse, during the fiscal year in which the illness occurs, for the following reason:

1. Illness of employee
2. Quarantining of the employee

Absence with pay for illness in the immediate family--spouse, parents, brothers, sisters, children, grandchildren, grandparents, or any person who is wholly dependent upon the employee--is limited to a maximum of ten (10) days annually.

If illness occurs to others of close relationship or connection, absence with pay, if requested, may be approved by the Director of Human Resources or designee within a ten (10) day limitation. Leave with pay in excess of ten (10) days annually may be approved only by the Superintendent of Schools.

B. Guidelines

1. A nurse who is absent or anticipates being absent from work due to personal or family illness for more than five (5) consecutive workdays, must adhere to the following guidelines within ten (10) calendar days of the initial absence:
 - a. A medical authorization release must be signed by the employee and sent to Human Resources (Medical Authorization Release Form #333).
 - b. Written documentation must be received in the Human Resources Department from the employee's physician including dates of absences, medical reason for absences, treatment and anticipated date of return to work.
 - c. Upon return to work from absences due to illness of more than five (5) consecutive workdays, the nurse is required to present a physician's statement that he/she is able to resume his/her regular duties as the physician's statement may prescribe (Return to Work Authorization Form #338A).
2. After an extended period of absence, the District reserves the right to have any nurse on sick leave examined by a physician of the District's choice at the District's expense. In this case the following requirements apply:
 - a. Human Resources will notify the employee in writing of the required second opinion.
 - b. Within five (5) calendar days of receipt of the written notification, the employee will provide the medical authorization release for the recommended physician to Human Resources Department.
 - c. Within ten (10) days of receipt of the written notification, the employee will be evaluated by the District's physician, pending appointment availability.
 - d. In any case in which the second opinion differs from the original statement, the District or employee may require, at the District's expense, the employee to obtain the opinion of a third doctor designated or approved jointly by the District and the employee. The above guidelines apply for this process. Consensus of the doctors consulted shall be final and binding.

3. The building administrator will report any frequent absences or recurring periods of short absences that contribute to inefficient school operations to the Human Resources Department for investigation. During this investigation, the employee will be required to provide the following:
 - a. reasons for medical absences;
 - b. medical authorization release to the Human Resources Department;
 - c. a written medical statement from the attending physician(s), if applicable.

If the employee's absences are found to be excessive and without just cause, the District may take disciplinary action against the employee, up to and including dismissal. In such instance, the employee may notify the Parkway Registered Nurses Association of the District's concern.

4. Failure of a nurse to return to work when declared able to perform his/her work, or failure to fully comply with all medical leave guidelines, without just cause, will result in immediate suspension of paid medical leave and any associated benefits.
5. Although unlimited sick leave is granted only within a fiscal year, it may be extended into the next fiscal year by making application to the Medical Review Committee. The decision of the Medical Review Committee may be appealed to the Superintendent.
6. The Medical Review Committee will consist of the President of Parkway Registered Nurses' Association, the Parkway District Director of Human Resources or his/her designees, and the Parkway District Manager of Health Services.

ARTICLE XIV

PERSONAL BUSINESS

- A. Requests for personal leave with pay for nurses, not in excess of three (3) days per year, will be approved as needed for personal business. The nurse need not state the nature of this personal business in requesting leave, but he or she may be contacted by the Director of Human Resources or designee for an explanation if circumstances warrant.
- B. If all three personal days have been used, one (1) additional day of personal leave with pay, per school year, can be requested if one or more personal days have been used for circumstances involving religious purpose. This additional day may be approved by the Superintendent of Schools or designee based upon written request and explanation by the nurse.
- C. Requests for paid personal leave scheduled to fall immediately before or after vacation periods or holidays, or any Friday in the months of April or May, must be submitted, in writing, to the Manager of Health Services and must explain the special circumstances which necessitate the nurse's absence. To be permitted, such requests may not be for recreational purposes and must be approved by the Director of Human Resources or designee.
- D. Except in cases of emergency, personal leave shall be applied for at least five (5) school days in advance of absence.

ARTICLE XV

UNPAID EXTENDED LEAVE

A. Care for Sick Family Member

Leave to care for a sick family member is provided in accordance with the federal Family Medical Leave Act, reprinted in the Parkway Professional Nurses' Handbook.

1. A request for unpaid leave to care for a spouse, child, or parent with a serious health condition shall be supported by a certificate issued by a doctor. If the District has reason to doubt the validity of the certification, the District may require, at the District's expense, that the employee obtain the opinion of a second doctor designated by the District. In any case where the second opinion differs from the original certification, the District may require, at the District's expense, that the employee obtain the opinion of a third doctor designated or approved jointly by the District and the employee. Consensus of the doctors consulted shall be final and binding.

2. When medically necessary, unpaid leave to care for a spouse, child, or parent with a serious health condition may be taken intermittently or on a leave schedule that reduces the usual number of hours per workweek or workday. If the employee requests intermittent leave, or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the District may require such employee to transfer temporarily to an available alternative position for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the regular employment ; position of the employee.

3. When the necessity for such leave is foreseeable based on planned medical treatment, the employee shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of the District and shall provide the District with not less than thirty (30) days prior notice of the employee's intention to take leave.

ARTICLE XVI

VARIOUS SPECIAL LEAVES

A. Bereavement Leave

The Board of Education will grant bereavement leave with pay in an amount not to exceed five (5) days for each death in the immediate family, including spouse, domestic partner, parents, brothers, sisters, children, grandparents, and grandchildren and not to exceed two (2) days for each death including aunts, uncles, brothers-in-law, sisters-in-law, parents-in-law, children-in-law and grandparents-in-law. If death occurs to others of close relationship or connection, absence with pay, if requested by the employee, may be granted if approved by the Superintendent of Schools or designee.

If extenuating circumstances, such as travel needs and funeral arrangements, require the employee to be absent for more than the designated number of days, additional leave with full pay may be approved by the Superintendent of Schools or designee.

B. Jury/Witness Leave

Upon written request of the employee and approval by the Superintendent of Schools or the Director of Human Resources, absence with pay will be allowed for jury duty or appearance due to subpoena as witness in a court of law. However, the employee will not receive pay if pursuing legal action against the district or its interests, or if called as a witness on the employee's own behalf in an action in which he/she is a party. Proof satisfactory to the District of required jury duty or testimony must be given before pay is approved.

C. Professional Leave

1. Full Year

Professional leave may be granted for advanced study, research, or any other reason which will be considered beneficial to the district. To be eligible for a professional leave, a staff member must have been employed as a Parkway nurse for a minimum of three (3) years.

Employees will apply to the Department of Human Resources, in writing, and state the reason for the proposed leave, the subject area in which the studies will be conducted, and the place where the studies will be pursued. The Superintendent will review the application and make a recommendation to the Board of Education concerning the applicant. If the request is denied, the applicant will be notified as to the reason for denial. All applications for professional leave will be filed before the end of the third week of January, for a leave for the following year. It is realized that certain conditions may exist or arise which could make application impossible before the deadline. Applications made after the deadline, may be considered by the Superintendent for recommendation to the Board of Education.

Professional leave may be granted for one (1) year. Any request for extension of the leave should be made via a second application. A leave can be granted for less than a full year at the discretion of the Superintendent and the approval of the Board of Education.

Neither salary nor fringe benefits will be paid during the leave period. A non-teaching employee will receive advancement on the salary schedule commensurate with his/her evaluation provided he/she has worked the equivalent of two-thirds of the annual employment. Upon return to the district, the employee will be placed in a position for which he/she is qualified and will be considered for reinstatement to the same position or an equivalent position from which he/she was granted the leave.

Failure to return to full-time employment at the designated time without prior written approval will constitute voluntary termination.

2. Short Term

Upon recommendation of the Superintendent of Schools, the district may approve short-term professional leave. Such leave may be granted for study, cooperative research with other institutions and/or business, and/or other reasons which would be beneficial to the district.

The following guidelines must be observed:

- a) Short-term professional leave will be granted for a maximum term of one (1) semester or its equivalent.
- b) During the term of the leave, the employee will be compensated at the rate of two-thirds (2/3) his/her regular rate of pay.

- c) During the term of the leave, the employee will continue to be considered actively employed by the district and will be provided with all employment benefits.
- d) An employee granted short-term professional leave will be obligated to continue his/her employment with the district for a period of no less than (1) school year following the school year of the leave, or the employee will refund all costs incurred by the district during the term of leave.

PROFESSIONAL PROCEDURES

ARTICLE XVII

EDUCATIONAL REQUIREMENTS

A. BSN Requirement

Parties agree that the minimum requirement for new hires will be a BSN degree.

B. Continuing Education

1. The District may require up to fifteen (15) contact hours of continuing education each year as condition for step movement on the salary schedule. The cost of approved contact hours, including tuition; fees, travel, meals and lodging will be paid by the District according to District policy. The compensation rate of \$100 per six (6) hour day will be paid for continuing education earned outside of the regular work schedule.
2. Step changes delayed due to failure to complete mandatory continuing education requirements will not be paid retroactive. Repeated failure to satisfy the mandatory continuing education requirement will subject the employee to job targets and/or disciplinary action.
3. Employees who experience a personal or family illness that creates a hardship situation to comply with the requirements of continuing education credit, may ask for a delay in satisfying the requirement but take the step earned through a year of employment. The Manager of Health Services has sole discretion in granting a temporary waiver of the requirement.
4. If a temporary waiver is granted, the normal rate increase will be applied without delay. If the employee does not complete the requirement in the waiver period, the employee will be reduced to the previous rate and a payroll adjustment will be made to recover the amount of the rate increase and the employee will remain on the previous step for the balance of the current year.
5. Representative areas of study for continuing education credits include, but are not limited to:

- | | |
|-----------------------------------|------------------------------------|
| anatomy/physiology | stress/somatic complaints |
| infectious/communicable diseases | emergency intervention |
| disaster planning | environmental health/safety |
| prevention & management of injury | physical assessment |
| pharmacology | nutrition |
| health screening technique | emotional behavioral disorder |
| child abuse and neglect | chronically dysfunctional families |

- physical and psychological development, including an understanding of cultural diversity
- pathophysiology-disease processes both acute and chronic
- adolescent pregnancy, child-bearing, parenthood and pregnancy prevention
- national, state and local laws governing special education students, chronically ill students, the rights of the disabled, as well as laws affecting other students
- nursing care plans (development and implementation) — specialized caretaking procedures such as suctioning, catheterization, IV's, peritoneal dialysis, etc.

The Manager of Health Services will decide the appropriateness of requests for in-service work that is not listed as part of the above representative grouping.

ARTICLE XVIII

PROFESSIONAL DEVELOPMENT

A school nurse is expected to attend two (2) half-day professional development sessions on dates predetermined and agreed upon between the District and the professional nurses. These dates will be published on the annual District Professional Development calendar.

ARTICLE XIX

EXTRA DUTY PAY

- A. Extra duty compensation may be available through Health Services for nurses who provide training and services before and/or after the regular school day. Extra Duty compensation rates and assignments will be determined by the Manager of Health Services within budget constraints and extra duty.
- B. Workshop instructors will be compensated at the rate of \$200 per six (6) hours.
- C. Extra duty compensation in the amount of \$2500 will be available for a nurse to provide technology support for all other nurses.

ARTICLE XX

GRIEVANCE PROCEDURE

A. Purpose

The purpose of this grievance procedure will be to settle equitably, at the lowest possible administrative level and the earliest possible date, issues which may arise from time to time with respect to the terms and conditions of employment of professional nurse personnel, exclusive of administrators and supervisors.

B. Definitions

- C. 1 Grievance — A grievance is an allegation based upon an event or condition which affects the terms and conditions of employment and which allegedly constitutes a violation,

misinterpretation, or inequitable application of the terms of a contract, policy, written rule, or regulation followed in the operation of the District, or an allegation that a condition exists which endangers an employee's health or safety.

2. Grievant — A nurse, (or group of nurses, as provided in Section I, Paragraph 2) filing a grievance.
3. Party of Interest — A person who might be required to take action or against whom action might be taken in order to settle the complaint.
4. Association — Association refers specifically to the Parkway Registered Nurses Association.
5. Day — Refers to a regular working day.
6. Representative — A person designated by the grievant or the respondent to act either with or for the grievant or respondent in this procedure.

C. Procedures

1. A grievant will have the right to represent himself/herself or, if he/she desires, to be represented by an Association representative or any other representative of his/her choice at meetings or hearings called for in Levels One through Four of the grievance procedure.
2. A representative chosen by the grievant must be recognized for each grievance and has the right to be present for any meetings, hearings, appeals, or proceedings in Levels One through Four of the grievance procedure.
3. Nothing contained herein will be construed as limiting the right of any nurse having a grievance to discuss and/or resolve the matter with any administrator at any time and have the problem adjusted without the involvement of the Association. The nurse, however, will have the option of requiring the presence of his/her representative at any discussion regarding a grievance which has been formally filed.
4. Any administrator who wishes to discuss a grievance informally with a nurse will notify the nurse and a meeting may be held at a mutually agreed time. If the nurse wishes to have a representative present, adequate time will be provided to allow that representative to be present.
5. Nothing contained herein will be construed as requiring a nurse or administrator to participate in informal discussion of a formally filed grievance.

D. Informal Resolution of Complaint

Within fifteen (15) days following knowledge of a condition causing a complaint, and before filing a formal written grievance, a nurse having a complaint will attempt to resolve the problem causing the complaint through informal means, by discussion with building administrators and/or other District administrators as may be appropriate.

E. Formal Procedures

1. Level One

If the grievant is not satisfied with the results of the informal effort, he/she will present a grievance in writing to his/her principal within five (5) days. Within five (5) days after receipt of the written grievance, the principal will schedule a conference with the grievant and/or the grievant's representative to discuss resolution of the grievance. Within five (5) days following the conference, the principal will provide the grievant with a written response to the grievance and, if a representative has been named, will provide a copy of the response to the grievant's representative. The principal's response will include the reasons upon which the decision was based.

2. Level Two

If the grievant is not satisfied with the disposition of his/her grievance at Level One, then the grievant may appeal the disposition in writing to the Superintendent within five (5) days after the disposition at Level One. The Superintendent or designee will hold a hearing with the grievant, and his/her representative, and any person the grievant believes necessary to develop the facts of the grievance. The hearing will be held within five (5) days of receipt of the appeal. Following the hearing, the Superintendent or designee will provide the grievant with a written response to the grievance within three (3) days after the meeting, and a copy of the response to the grievant's representative. The Superintendent's response will include the reasons upon which the decision is based.

3. Level Three

- a. If the grievant is not satisfied with the decision on his/her grievance at Level Two, or if no decision has been rendered within five (5) days after he/she has first met with the Superintendent or designee, he/she may either submit the grievance to advisory-arbitration at Level Three, or may appeal the Level Two decision to the Board of Education at Level Four. The grievant has five (5) days after the Level Two decision or ten (10) days after he/she has first met with the Superintendent or designee, whichever is sooner, to notify the Superintendent or designee that he/she wishes to pursue the grievance to either Level Three or Level Four.
- b. If the grievant is represented by the Association, the Association shall notify the Superintendent regarding the submission of the grievance to Arbitration. If the grievant is not represented by the Association, said grievance may not be submitted to arbitration, but the grievant shall have the right to appeal the matter to the Board of Education, Level Four of the grievance procedure.
- c. If the grievant has elected to submit the grievance to Arbitration, the procedures set forth in subsection F below will be utilized by the parties in selecting the arbitrator. The Arbitrator shall be required to conduct the arbitration in accordance with agreed procedures set forth herein and render a decision which shall be advisory only upon the parties.

4. Level Four

If the grievant is not satisfied with the decision of the Superintendent, or designee, he/she shall, within five (5) days from the receipt of the decision of the Superintendent, or designee, request in writing a review of the grievance. After advisory arbitration, the grievant may request a review of the arbitrator's report by the Board of Education.

a. Review of Level Three Ruling with Arbitration

The Board of Education, at its option in executive session, may hold a hearing or review the grievance along with the arbitrator's recommendation and any briefs submitted by the parties. This hearing or review by the Board of Education shall occur within fifteen (15) days of the grievant's request for review. If a hearing is held, the provisions in paragraph (b) below apply as to procedure. If a review in Executive Session occurs, a written response will be rendered within five (5) days following the review. The Board's decision shall be final and binding.

b. Review of Level Two Ruling without Arbitration

The Board of Education within fifteen (15) days shall hold a hearing with the grievant, his/her representative, and any other person the grievant believes necessary to develop the facts of the grievance. Following the hearing, the Board of Education shall provide the grievant with a written response to the grievance within five (5) days after the hearing and copies to his/her representative. This response shall include the reasons upon which the decision was based. The Board's decision shall be final and binding.

F. Procedures for Advisory Arbitration

1. Definition of Arbitrator: A person selected in accordance with the procedures herein to identify the facts relevant to the grievance and to render an advisory recommendation which shall be advisory only on all parties.
2. Scope of Arbitration: The Arbitrator must rule in strict adherence to the definition of a "grievance" as defined herein; he will make no recommendation to change the Policies, Rules and Regulations of the Board of Education and no recommendation will be made which is contrary to law. It is clearly understood that the arbitrator's report and recommendation are advisory only and are not binding on the Board of Education.
3. Appointment of Arbitrator: The American Association of Arbitration will be requested to submit simultaneously to each party an identical list of seven (7) Arbitrators. The Superintendent or his designee and a representative of the Association or the grievant will meet within five (5) days of receiving the lists. Each party will strike one name at a time alternately until only one name remains. If this person is unavailable, his name will be deleted and the same procedure followed again to establish only one name.
4. Qualifications of Neutral Arbitrator: No person will serve as a neutral Arbitrator in any case in which that person has any financial or personal interest in the result of the case. Prior to accepting an appointment, the prospective Arbitrator will disclose any circumstances likely to prevent a prompt hearing or to create a presumption of bias.
5. Time and Place of Hearing: The parties will set a time and date for a hearing which is mutually convenient. Arrangement for the hearing will be mutually agreed upon and confirmed with all parties involved at least 48 hours prior to the hearing.
6. Attendance at Hearings: The hearing will be a closed session with only the following parties present: the grievant, his representative(s), the principal/administrator, Central Office representative, and the Arbitrator. Witnesses will be present in the hearing room only during that time when they are called to give testimony.

7. Witnesses: The number of witnesses to give testimony on behalf of either grievant or administrator will be limited to not more than ten. Each party is responsible for the presence and expenses of their own witnesses and will furnish a list of witnesses requested to appear to the other party at least twenty-four hours prior to the hearing. Witnesses employed by the district will be released without loss of salary or other benefits of employment.
8. Adjournments: Hearings will be adjourned by the Arbitrator only for good cause.
9. Oaths: Before proceeding with the first hearing, the Arbitrator will take an oath of office. The Arbitrator will require witnesses to testify under oath.
10. Stenographic Record: There will not be a stenographic record of the proceedings.
11. Submission of Data to Arbitrator: As soon as the AAA has appointed an Arbitrator and has notified both the grievant and the Superintendent, the Arbitrator will be furnished copies of the grievance procedure policy, copies of the original grievance statement, all subsequent written responses or documents submitted during Levels One and Two, and relevant policies and other documents which have been cited by parties in support of their position. These materials will be provided by the District to the AAA with copies given to the grievant. This will contain a summary of dates of conferences and steps already taken.
12. Proceedings: The hearing will be conducted by the Arbitrator in whatever manner will most expeditiously permit full presentation of the evidence and the arguments of the parties. The Arbitrator will take appropriate minutes of the proceedings. Normally, the hearing should be completed within one day.
13. Arbitration Hearing in the Absence of a Party: The arbitration hearing may proceed in the absence of any party who, after due notice, fails to be present. A decision will not be made solely on the default of a party. The Arbitrator will require the attending party to submit supporting evidence and will render a recommendation based on the records submitted by the parties.
14. Evidence: Neither party will be permitted to submit in the arbitration proceedings any issue or evidence not submitted during the Level Two proceedings.
15. Evidence by Affidavit and Filing of Documents: The Arbitrator may receive and consider evidence in the form of an affidavit, but will give appropriate weight to any objections made. All documents, supporting testimony and arguments to be considered by the Arbitrator will be filed at the hearing. There will be no post-hearing briefs.
16. Conclusion of Hearing: The Arbitrator will ask whether parties have any further proofs to offer or witnesses to be heard. Upon receiving negative replies, the Arbitrator will declare and note the hearing concluded.
17. Serving of Notices: Any papers or processes necessary or proper for the initiation or continuation of the arbitration under these procedures and the delivery of the decision may be served upon such party (a) by mail addressed to such party or its representative at its last known address, or (b) by personal service.
18. Time of Arbitration Report: The Arbitrator will issue his advisory report in writing, including his statement of findings, conclusions and advisory recommendations within twenty (20) days following the conclusion of the hearing.

G. Special Provisions for Association or Group Grievances

1. If in the judgment of the Association there has been a violation, misinterpretation, or inequitable application of the "Statement of Relationships" or *any* Agreement between the Board of Education and the Association, that complaint may be registered in writing or verbally with the Superintendent of Schools. The Superintendent within five (5) days. will confer with a representative of the Association in an attempt to resolve the matter to the mutual satisfaction of the parties. Following the conference, the Superintendent will provide the Association with a written response within five (5) days. If the Association disagrees with the response of the Superintendent, it may submit the matter to Advisory Arbitration, Level Three of the grievance procedure or appeal the matter to the Board of Education, Level Four of the grievance procedure.
2. If a grievance affects a group of nurses, a representative of that group or the Association may submit such grievance in writing at Level Two of the grievance procedure.

H. Professional Rights and Responsibilities of the Interested Parties

1. No reprisals of any kind will be taken by any party to this procedure against any party, witness, Association member, or other participant in this grievance procedure by reason of his/her participation.
2. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.
3. The Board and the administration will cooperate with the Association when a grievant has requested the Association to assist in the processing of the grievance. Furthermore, the Board and the administration will furnish the Association with information as required by the Association to assist in the grievance.
4. In cases where it may be required that a nurse be released from his/her regular assignment in order to investigate or process a grievance, the nurse will be released without loss of pay or benefits.

I. Adherence to Time Limits

1. Every effort should be made to expedite the procedure to settle the grievance promptly. All pertinent procedures for Levels One through Four, as defined in Section E, will be followed.
2. Failure at any step of the procedure to appeal a grievance to the next level within the specified time limits will be deemed to be acceptance of the decision rendered. Time limits, however, may be extended by mutual consent of the parties.
3. Failure to reply or render a decision at any level will be interpreted as resolution of the grievance in favor of the grievant.
4. In computing any period of time prescribed by this policy, the day on which the designated period of time is set is not to be included. The last day of the period so computed is to be included. In any case where any notice, answer or other communication is required to be given in writing by one party to the grievance procedure to another, said notice, answer or other communication will be deemed given when delivered personally to the party entitled to receive the communication or when said notice, answer or other communication is sent by first-class U.S. mail to the party's last known address, which will be the most current address contained in the employee's personnel file. Whenever any party has the right or obligation to act within a prescribed period after being given notice of the status of his/her grievance by mail, three (3) days will be added to the prescribed period to allow the party to respond

5. Once proper notice of the decision regarding a grievance is given, disposition of the grievance will be deemed to have occurred.

WORKING CONDITIONS

ARTICLE XXI

LUNCH PERIOD

Within each building, the principal will work with the nurse to provide qualified individuals to insure that nurse's office coverage is provided during his/her thirty (30) minute duty-free lunch period. The minimum requirement for these qualified individuals is certification in basic first aid and orientation to the nurse's office procedures. The nurse will still be available for emergency situations.

ARTICLE XXII

HEALTH ROOM FACILITIES

- A. The Parkway administration and the PRNA agree to make a collaborative effort to identify and update a prototypical model for health room facilities and plan for the provision in each building requiring professional nursing staff. Included in the effort will be a review of how professional nurses are actively involved in facility planning at the building and District level and a review of the priority status for health room facilities in planning building modifications.
- B. The Manager of Health Services and the Director of Operations or his/her designee will work collaboratively to implement this effort and verify completion of modification projects.

ARTICLE XXIII

SCHOOL CALENDAR

The employment period for nurses in accordance with the established school calendar including holidays occurring during the employment period, approved professional meetings and including meetings called by any District administrator. The annual nurse's salary provides compensation for a maximum of 191 workdays as scheduled in the District's school calendar applicable to teaching personnel.

ARTICLE XXIV

SCHOOL HOURS

To facilitate student supervision and safety, as well as, nurse contact opportunities, school hours for nurses will be defined as beginning twenty (20) minutes before the opening of school each day and ending twenty (20) minutes after the scheduled dismissal of pupils. Other than in emergency situations, nurses will not be required to assume any building duties outside the normal school day.

In addition to the regular hours of duty, attendance at conferences or meetings called by administrators is considered a part of each nurse's professional responsibility, provided such meetings are held at reasonable times and are of such duration not to unduly interfere with the nurse's professional, personal and family responsibilities. Except in emergencies, nurses should be given advance notice of such meetings.

Whenever possible, the professional staff is encouraged to utilize written/electronic means of sharing information, in an effort to minimize the need for staff meetings held outside the regular school day. Work on professional committees outside the regular school day will be strictly voluntary.

Nurses whose workday begins or ends at a time other than the regular school day will be expected to attend certain district, school, or departmental meetings. These nurses should be allowed to attend such meetings, if at all possible before or after school at times which are adjacent to their scheduled nursing responsibilities. The nurse and the administrator(s) will mutually develop a plan for participation in district, school, or departmental meetings.

Professional Development activities including travel time on designated Professional Development days will occur during normal school hours. Travel and related expenses incurred by the nurse directly related to the required professional development activity occurring outside the district will be reimbursed by the district.

ARTICLE XXV

CAMP DUTY

Professional school nurses will not be required to attend camp; however, the nurse must inform the school principal of his/her desire not to attend camp at least thirty (30) days in advance of the camp date. Parkway full-time nurses attending camp will be paid an additional \$750.00.

WAGES AND BENEFITS

ARTICLE XXVI

EMPLOYEE INSURANCE

A. Medical/Dental/Vision Insurance

1. Eligibility: After having been employed by the District for thirty (30) calendar days.
 - a. All full-time nurses will be provided with District paid medical, dental, and vision care insurance.
 - b. Nurses who are employed at least half time (.50 of a full work day) shall be provided, at the employee's option, medical, dental, and vision insurance with one-half of the premiums paid by the District.
 - c. All full-time nurses who enroll their dependents in the Parkway Group Insurance Program will have fifty (50) percent of the premium for the dependents' medical, vision, and dental insurance paid by the District.
 - d. Nurses who are employed at least half time and wish to enroll their dependents in the Parkway Group Insurance Program will have twenty-five (25) percent of the premium for the dependents' medical and dental insurance paid by the District.

2. Benefit Levels

- a. The District will attempt to maintain the specific programs in effect in July 2003. A benefits committee made up of a nurse(s) representative(s) appointed by the president of PRNA and representatives of other employee groups appointed by the Superintendent will evaluate the District's health insurance program annually. No major changes will be made prior to thorough review by this committee.
- b. In lieu of the medical insurance plan provided by the District, the Board may offer each employee the option of individual and family health, major medical and dental provided the employee pays the amount in excess of the Parkway Insurance Program. The excess shall be payable by the employee through payroll deduction.
- c. If the annual premium rates for any individual health insurance plan (medical, dental, or vision) increase by more than five (5) percent, the District may share equally with covered employees any amount of premium cost increases in excess of five (5) percent for that plan.

3. Section 125 Plan

The District will make available an IRS Section 125 plan for those employees who make health insurance premium contributions through payroll deductions and for qualified child and dependent care expenses.

4. Administration

- a. Effective termination date of employee and dependent coverage is the last day of the calendar month in which termination occurs. In the case of nurses who complete the school year, termination date of coverage will be August 31.
- b. Nurses who retire or become totally disabled or spouses and dependents of nurses who die while employed by the District shall have the opportunity to remain within the District's medical/dental insurance program on a contributing basis so long as they continue to meet the eligibility requirements of the plan.

NOTE: Status as a retired or disabled employee is determined by qualifying for benefits under the state retirement system.

B. Life Insurance Coverage

1. All full-time nurses employed during the term of this agreement will be provided \$35,000 life insurance policy, including accidental death and dismemberment coverage. After having been employed by the District for thirty (30) days, the program will provide for optional life insurance amounts, as determined by the District. Premiums for such optional insurance must be paid by the employee through payroll deduction.
2. Nurses who are employed at least half-time (.50 of a full work day) will be provided, at the employee's option, life insurance with one-half of the premium paid by the District.
3. Nurses who retire or leave the District will have the opportunity to convert their life insurance to individual policies, if permitted by the insuring company.

C. Medical Malpractice Insurance

1. The District will provide medical malpractice insurance coverage for protection against claims arising from acts performed within the scope and responsibilities of the Parkway professional nursing position. This coverage is not valid for claims arising from secondary employment or non-Parkway related activities.

ARTICLE XXVII

SALARY SCHEDULE OPERATIONAL PLAN

A. General Terms

1. Nurses are appointed by the Board of Education on the recommendation of the Superintendent of Schools.
2. This schedule applies to all full-time and part-time nurses employed by the Parkway School District. Full-time nurses are those working a full seven-hour day. Part-time nurses are those working less than a full day.
3. Nurses accepting employment agree to accept the assignment of the Superintendent of Schools. Assignments may be changed during the school year in accordance with Board Policy GCI as required to serve the best interests of the school system.
4. An employment period of up to 191 days (unless in compliance with state law, additional days are required to make up lost days due to inclement weather conditions per School Calendar Article) is covered by this schedule, including legal school holidays and approved professional meetings.

B. Special Provisions

1. Registered Nurses on Channel 1 of the Salary Schedule
 - a. Time worked in excess of seven hours in one day will be paid at the nurse's hourly rate of pay. Time worked in excess of forty hours per week will be paid at the rate of one and one-half times the nurse's hourly rate of pay.
 - b. Compensatory time-off, utilized in place of pay for work over seven hours per day will be at the rate of one hour of "comp time", or fraction thereof, for each hour. Compensatory time-off in lieu of overtime will be provided at one and on-half times the overtime hours worked.
2. Registered Nurses on Channels II-V of the Salary Schedule

Nurses on these channels are employed on a salary only basis and not as hourly wage earners.

C. Extended Duty

1. Extended duty will be compensated at an hourly rate. The hourly rate will be computed based upon a nurse's annual salary divided by the number of workdays on the school calendar multiplied by seven hours.

2. Extended duty refers to the following:

Administrator approved assessment of immunization status hours

D. Payment Schedule

1. Salaries determined by this schedule will be paid in twenty-six (26) installments, disbursed on every other Friday. When a payday falls on a holiday or a day which is not scheduled as a regular workday, the salary installment will be paid on the last preceding workday.
2. The balance of salary due after the close of the school year will be distributed in a final payment on the last scheduled working day upon completion of check out procedures with the building principal.
3. Paychecks may not be obtained prior to the established days. If an employee is absent from work on a specific payday, the employee may request the payroll office to mail his/her check to their home.
4. An employee's payroll check will only be released to the employee unless the employee authorizes, in writing, its release to someone else.

E. Placement on Salary Schedule Channels

1. All registered nurses, who do not have a minimum of one-half of the credits required for a BSN degree from an institution of higher education which is accredited, by the National League of Nursing or its successor organization, will be compensated on Channel I of the salary schedule.
2. All registered nurses that have documentation of a minimum of half the credits required to achieve a BSN degree will be compensated on Channel II of the salary schedule.
3. Nurses holding a BSN degree will be compensated on Channel III of the salary schedule.
4. Nurses holding a BSN degree plus 15 credits toward a Master's Degree appropriate to the specialty of school nursing, as determined by the Manager of Health Services, will be compensated on Channel IV of the salary schedule.
5. Nurses holding a Master's degree appropriate to the specialty of school nursing, as determined by the Manager of Health Services, will be compensated under Channel V of the salary schedule.

F. Placement on Salary Schedule Step

1. During the three years of this Agreement, nurses newly employed by the District may be given credit for the following professional experiences immediately prior to their employment in Parkway.
 - a. Documented evidence of school nurse experience similar to Parkway School District school nursing practice
 - b. Equivalent pediatric nursing experience
 - c. Equivalent community health/public health experience

2. The Manager of Health Services will contact references from the previous employer to verify length and equivalent experience. If the experience is considered an enhancement to the school nurse position being filled, a newly hired nurse, depending on the administrative evaluation of the experience, may be placed up to Step 3 on the salary schedule.

G. Step and Channel Changes

1. Step Changes

- a. A nurse is qualified for a step change (advancement) after completing each school year of full time employment and submitting documentation of completion of required continuing education. The step change will be effective for the following school year.
- b. Nurses starting employment with the District prior to February 1 will be eligible for a step advancement above their hiring rate on July 1. Nurses starting after February 1 will remain on their hiring step until the next July 1.

2. Channel Changes

- a. For advancement from channel to channel, a school nurse must provide an official university transcript to the District that she/he has completed the required educational credits for placement on the requested channel. The salary increase commensurate with the channel change will be effective as of the date the Board of Education approves the channel change.

H. Salary Supplements

1. National School Nurse Certification

- a. All nurses who obtain national certification as a school nurse and provide documentation of that certification to the Manager of Health Services will receive an annual salary supplement of \$1450 per school year. The supplement will be prorated across the nurse's regular pay periods. Payment of the supplement will begin when the documentation is accepted by the District. If that acceptance occurs during the course of a school year, the supplement shall be prorated for that year based upon the amount of the school year remaining after the documentation has been accepted by the District.
- b. In the event a nurse allows such a certification to lapse, the nurse will immediately report the change in status to the District and the nurse will no longer be entitled to receive the salary supplement. Payment of supplement installments will be stopped, as of the date the certification was lost.

2008-09 Nurse Salary Schedule					
Step	1	2	BSN	BSN + 15	BSN + 30 / MA
1	\$	\$	\$ 31,000.00	\$ 32,000.00	\$ 36,000.00
2	\$	\$	\$ 32,000.00	\$ 33,000.00	\$ 37,000.00
3	\$	\$	\$ 33,000.00	\$ 34,000.00	\$ 38,000.00
4	\$	\$	\$ 34,000.00	\$ 35,000.00	\$ 39,000.00
5	\$	\$	\$ 35,000.00	\$ 36,000.00	\$ 40,000.00
6	\$	\$	\$ 36,000.00	\$ 37,000.00	\$ 41,000.00
	\$	\$	\$ 37,000.00	\$ 38,000.00	\$ 42,000.00
8	\$	\$	\$ 38,000.00	\$ 39,000.00	\$ 43,000.00
9	\$	\$	\$ 39,000.00	\$ 40,000.00	\$ 44,000.00
10	\$	\$	\$ 40,000.00	\$ 41,000.00	\$ 45,000.00
11	\$	\$	\$ 41,000.00	\$ 42,000.00	\$ 46,000.00
12	\$	\$	\$ 42,000.00	\$ 43,000.00	\$ 47,000.00
13	\$	\$	\$ 43,000.00	\$ 44,000.00	\$ 48,000.00
14	\$	\$	\$ 43,500.00	\$ 45,000.00	\$ 49,000.00
15	\$	\$	\$ 44,000.00	\$ 46,000.00	\$ 50,000.00
OS 2009	\$ 37,311.23	\$ 39,565.61	\$ 44,500.00		

2009-10 Nurse Salary Schedule					
Step	1	2	3	4	5
1	\$	\$	\$ 31,254	\$ 32,262	\$ 36,295
2	\$	\$	\$ 32,262	\$ 33,271	\$ 37,303
3	\$	\$	\$ 33,271	\$ 34,279	\$ 38,312
4	\$	\$	\$ 34,279	\$ 35,287	\$ 39,320
5	\$	\$	\$ 35,287	\$ 36,295	\$ 40,328
6	\$	\$	\$ 36,295	\$ 37,303	\$ 41,336
7	\$	\$	\$ 37,303	\$ 38,312	\$ 42,344
8	\$	\$	\$ 38,312	\$ 39,320	\$ 43,353
9	\$	\$	\$ 39,320	\$ 40,328	\$ 44,361
10	\$	\$	\$ 40,328	\$ 41,336	\$ 45,369
11	\$	\$	\$ 41,336	\$ 42,344	\$- 46,377
12	\$	\$	\$ 42,344	\$ 43,353	\$ 47,385
13	\$	\$	\$ 42,849	\$ 44,361	\$ 48,394
14	\$	\$	\$ 43,353	\$ 45,369	\$ 49,402
15	\$	\$	\$ 44,361	\$ 46,377	\$ 50,410
16			\$ 44,865	\$ 47,380	\$ 51,500
OS 2010	\$ 37,617	\$ 39,890	\$45,320		

2.27% 2.08%