

NATIONAL EDUCATION ASSOCIATION ST LOUIS

SCHOOL NURSES

**POLICY STATEMENT OF THE
BOARD OF EDUCATION OF THE
CITY OF ST. LOUIS, MO**

In Relation to Working Conditions for School Nurses

2022-2026

Effective Date: July 1, 2022

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ARTICLE I: Recognition

- A. The Board of Education of the City of St. Louis, MO hereby recognizes that the National Education Association, St. Louis/Missouri National Education Association/National Education Association (NEA St. Louis/MNEA/NEA) has been selected as the exclusive bargaining representative for all regular, full-time employees in the job classification known as School Nurse.
- B. The term "Board," when used in this Policy Statement, shall refer to The Board of Education of the City of St. Louis.
- C. The term "Administrator," when used in this Policy Statement, shall refer to Superintendent of Schools and/or his/her designee(s).
- D. The term "Employee," when used in this Policy Statement, shall refer to school nurse employee(s). See Appendix A School Nurse job description.
- E. The term "Association," when used in this Policy Statement shall refer to NEA St. Louis/MNEA/NEA.

ARTICLE II: Negotiations Procedure

- A. The Board or its designee shall meet, upon request, with the Association, through representatives of its choosing, for the purpose outlined under Sections 105.510, 105.520, 105.525, R.S. MO.
- B. Pursuant to the forgoing, any proposals by the Association for change in the existing contract agreement shall be submitted by March 1, 2026. Discussion on the proposed changes shall begin within (30) days. The stated timelines may be waived by mutual consent of the parties.
- C. The Board or Association may submit additional proposals after discussions have begun.

ARTICLE III: Management Prerogatives

- A. The management of the School System and the direction of the employees are reserved exclusively to the Board and the Administration and shall not be inconsistent with any express provisions of this contract agreement.
- B. Board representatives, in concert with Association representatives, will review the completed Policy Statement. The Board will publish and provide online the Policy Statement to employees as soon after the start of the contract year as possible.

PREAMBLE

This Policy Statement has been compiled following a series of meetings and discussions held between the representatives of the Board of Education of the City of St. Louis (the "Board") and NEA-STL School Nurses (sometimes referred to as the "Association"), individually "Party" or collectively "Parties."

NEA-St. Louis School Nurses represents the school nurses who have an interest in educational excellence. The persons represented are specified within this Policy Statement. This interest is far beyond the scope of a Policy Statement governing terms and conditions of employment.

The Board and the Association recognize that the development of a quality educational program for the children of the St. Louis Public Schools ("District") is a joint responsibility and is of paramount importance. In entering into this Policy Statement, both the Board and the Association recognize that the experience, creativity and the judgment of both Parties are necessary to fulfill the educational needs of the community.

This Policy Statement contains provisions relating to terms and conditions of employment and it also provides for a system of communication and consultation whereby the Superintendent of the District (or his/her designee), his staff and school principals, shall meet regularly with representatives of the Association, as provided herein, to discuss matters furthering their joint interest in educational excellence, as well as matters relating to the implementation of this Policy Statement. This Policy Statement is subject to Missouri and Federal laws and Board Policies, Regulations and/or Resolutions.

The provisions of this Policy Statement shall not be modified during the term of this Policy Statement, absent mutual agreement of the Parties, or a declaration by the Board that an emergency exists, as set forth herein. The Board and Association mutually pledge to subscribe to its terms with patience, understanding and good will.

All matters of discipline and discharge that are applicable and subject to Sections 168.251 through 168.291 of the Revised Statutes of Missouri are excluded from some articles and provisions located within this Policy Statement. Further, in the event of legislation which affects the terms of this Policy Statement, the Policy Statement shall incorporate such legislation as if in the effective Policy Statement.

Within the framework of its statutory authority and consistent with the law, the Board hereby declares its policy, with regard to working conditions and conditions of employment relating to employees specifically referred to in this Policy Statement, to be as follows:

ARTICLE IV: Non-Discrimination

- A. In accordance with applicable state and federal laws, the Board shall not discriminate against any employee because of race, gender, religion, color, national origin, age, sexual orientation, disability, veteran status, parental status and marital status.
- B. Any employee of the Board of Education covered by the terms of this contract

agreement is entitled to participate in political activities to the same extent as any other citizen employed by the state or a political subdivision thereof.

- C. Participation in such political activities or attempts to obtain appointment or nomination and election to public office shall be conducted in such a manner as not to interfere with duties as an employee of the Board of Education.

ARTICLE V: Grievance Procedures

- A. If any employee feels unfairly treated through the misapplication of provisions in this contract agreement of any Board Rules or Regulations or through any Administration action which adversely affects the employee's status, he/she may have recourse to the following procedure:
1. An employee with a problem shall first discuss the matter with the principal or other immediate supervisor, with the objective of resolving the matter informally. If the matter is not resolved informally at Step 1, the grievant may, at his/her sole option, request within five (5) working days thereafter a further meeting with the principal or other immediate supervisor, at which time a representative designated by Association is present.
 2. If the matter is not resolved informally to the satisfaction of the employee within five (5) working days after submitting the problem the employee or his/her representative shall have the right to meet with the Superintendent or designee for the School, or the equivalent administrator at other units, at which the employee is located, to resolve the question or grievance.
 3. If the matter is not resolved to the satisfaction of the employee and his/her representative within three (3) days after submission to the Superintendent or designee, the grievance will be reduced to writing and the employee and/or his/her association representative shall have the right to meet with the Chief Human Resources Officer or designee of the District in which the school or other facility is located, to resolve the question of grievance. The Chief Human Resources will reply, in writing, within seven (7) working days.
 4. In the event the matter is not resolved to the satisfaction of the employee and/or his/her association representative, they may submit the written question or grievance to the Superintendent of Schools, or designee(s) for resolution. The reply will be given in writing within ten (10) days after receipt of the grievance.
 5. In the event the matter is not resolved to the satisfaction of the employee, through the preceding steps, then either party, within ten (10) working days, may appeal from the decision of the Superintendent of Schools to an impartial arbitrator selected as hereinafter provided for an advisory opinion.
 6. In the event an unresolved issue is to be submitted to an arbitrator for an advisory opinion, the parties shall attempt to select the arbitrator by mutual agreement. If they have been unsuccessful within fifteen (15) days to agree upon such arbitrator, they shall jointly request the Federal Mediation and Conciliation Service in Washington, DC, to nominate a panel of seven experienced arbitrators, who are not currently active representatives of either

labor or management, from whom the parties shall select one by each side alternately striking a name, commencing with the party seeking arbitration, and the last name remaining on such list shall be deemed chosen as such arbitrator. The name of anyone who is currently representing either labor or management shall be deleted from the list prior to the striking of names of the parties. The cost of the arbitrator shall be shared equally by the parties. Before the selection process begins, either party may elect to reject the first panel named by the Federal Mediation and Conciliation Service. In the event the first panel is rejected, the parties shall jointly request the Federal Mediation and Conciliation Service to name a second panel, from which an arbitrator shall be selected according to the preceding provisions. Before the selection process begins, the party which did not reject the first panel may, at its option, reject the second panel. In the event the second panel is rejected, the parties shall jointly request the Federal Mediation and Conciliation Service to name a third panel, from which an arbitrator shall be selected.

7. Any of the time limits set forth at any of the several stages of the foregoing procedure may be extended by mutual agreement between the parties.
8. In the event that it should become mandatory through legislative enactment of the Missouri Legislature or authoritative judicial determination of the courts of Missouri for the Board of Education as a municipal corporation to enter into binding arbitration as a final step in the resolution of such grievance, then, if a grievance is not resolved to the satisfaction of an employee and his/her representative the matter shall be submitted to final and binding arbitration before an impartial arbitrator selected by mutual agreement of the parties. If the parties should be unable with fifteen (15) working days to agree upon such arbitration he/she shall be selected in the same manner as is provided for the selection of an arbitrator under the provisions of Paragraph A-6. The cost of such arbitrator shall be shared equally by the parties and his/her decision shall be final and binding on the parties.
9. The foregoing provisions for binding arbitration shall not be understood to preclude an employee from having recourse to provisions of the Statutes of Missouri should the employee elect to pursue such course, the provisions herein for arbitration shall not apply.
10. Any employee may, on an individual basis, have recourse to the foregoing procedure through Paragraph 4 thereof but not beyond and may appear with or through a representative of his/her own choosing other than the Association, so long as such a representative is not an official or declared representative of any other non-certified organization other than the Association. Any resolution of such individual grievance may not be in conflict with the provisions of this contract agreement and may not be inconsistent with the resolution of other grievances involving similar circumstances. No employee shall be required to discuss any grievance if his/her representative is not present
11. If a grievance is not presented within thirty (30) calendar days after the employee knew or should have known of its existence, the grievance will be

considered abandoned.

- B. No employee will be prejudiced or discriminated against by the Board or the Administration because of his/her participation in the grievance procedure. Nor shall the fact that an employee has filed or participated in a grievance be taken into account in the evaluation of such employee.
- C. The Board and Administration will cooperate with the parties involved in its investigation of any grievance and further will furnish the parties involved with such reasonable, appropriate and necessary information as is requested for the processing of any grievance.
- D. Should the investigation of processing of any grievance require that an employee or his/her representative be released from regular assignment, he/she shall be released, without loss of pay or benefits, as long as no unreasonable interference with the school program results.
- E. All documents, communications and records dealing with the process of a grievance will be filed separately from the personal files of the participants.
- F. If a grievance develops at or near the end of the school year, such that sufficient time is not available during the school year to implement fully the grievance procedures set forth in Paragraph A, subparagraphs 1-5 thereof, said time limits shall be waived to expedite the processing of the grievance.
- G. As used in the foregoing procedure, "employee(s)" shall mean either: (1) an individual employee, or (2) a group of employee(s) who have the same grievance.
- H. The Association shall have the right to present grievances in the manner prescribed on behalf of employees of the organization.
- I. If in any case the parties should mutually agree that an expedited arbitration hearing is appropriate, the hearing will be conducted in accordance with the following:
 - 1. The hearing will be informal;
 - 2. No briefs shall be filed or transcripts made;
 - 3. There shall be no formal rules of evidence;
 - 4. The hearing shall normally be completed within one day;
 - 5. The arbitrator shall render his/her written decision within (5) days after conclusion of the hearing. The decision shall be based on the record before him/her and shall include a written explanation for the basis of his/her conclusion. However, these decisions shall not be cited as a precedent;
- J. Arbitrator shall be selected in the same manner as provided in Paragraph A-6 on page 2.

ARTICLE VI: Association Rights

- A. Majority Rights - The Board or the Administration will not accord to any organization of employees as defined in Article I, titled "Recognition," any of the rights accorded to the Association unless specifically stated in this contract

agreement. However, this shall not be understood to require the Board to discriminate against any employee in the exercise of payroll deduction conveniences previously accorded. Nor shall this preclude the Board or its designee from responding appropriately to others in the exercise of rights accorded to them by law.

B. The Association shall have the right to present grievances in the manner prescribed on behalf of employees of the organization. Employees shall have the right to association representation at any time.

C. Leave for Association Activity

1. The Board shall grant release time to employees(s) as necessary, to conduct Association activities as long as there is no unreasonable interference with the school program. Any employee, not more than two (2) at a time, elected or appointed to any full- time position in the Association shall be given a leave of absence; provided, however, that any such leave shall be only a full semester or a full school year, and not for a part of a semester. Any such leaves granted may, upon request, be renewed from year to year. The employee shall continue to accrue seniority for salary increments and all other purposes where seniority is a factor. The absence shall not be construed as a break in service for any purpose, except for probationary employees whose leave time cannot be counted for the purpose of achieving tenure.
2. Regular appointed employees on such leave of absence shall be permitted to make their regular contribution to plans requiring such contributions. They shall also be permitted to pay the contribution required or permitted by law to be made by the employee to the Public School Retirement System of The City of St. Louis to ensure that full credit for retirement is granted for the time spent on such leave of absence.
3. Employees granted a leave of absence under this section shall not be entitled to any Board PTO days during their period of leave.

D. Dues Deductions

1. The Board will deduct from the pay of each employee for whom it receives an authorization the required amount of fees for the payment of Association dues, PAC deductions, and/or voluntary deductions. No deductions will be discontinued, except upon written notification to the Board by the Association. From June 1 through June 30 the Association must report to the Board the names of employees who have requested discontinuation of payroll deduction. Deductions will be discontinued on July 1. All deductions, accompanied by a list of persons from whom they have deducted, and the amount deducted from each and a list of persons who had authorized deductions and from whom no deductions were made and the reason thereof, shall be forwarded to the association. Any discrepancies must be reported by the Association, within five days of receipt of the deduction report.

2. The Board shall transmit the Association dues, PAC deductions and other applicable deductions to the treasurer of the Association each pay period.

E. Lists

1. The Board will furnish to the Association by October 15 and February 15 of each year, two complete lists of employees covered by this contract agreement.
2. One list will be in alphabetical order by last name and will show the employee's home address with seniority. The other list will be by location with seniority.
3. Election eligibility lists will be provided to all competing organizations at such time as is called for in appropriate agreement establishing election procedures, unless establishing by state law or regulations.

F. Visitation at Schools by Association Representatives

1. Association representatives will be allowed access to any school or location for consultation with School Nurses before or after school or during the lunch period or during any other non-duty times, if such visit does not conflict or interfere with other school or professional activities.
2. A list of all such accredited representatives shall be furnished to the Office of the Human Resources Officer and kept current by the Association. Such Association representatives on any visit shall report their presence to the school principal or designee(s), upon entry on the location premises.

G. Posting and Distribution School Mailboxes/E-Mail of Association Literature in

1. The Association will be provided with bulletin board space in a place readily accessible to, and normally frequented by School Nurses, for the purpose of posting Association literature at each worksite.
2. The Association shall also have the right to place Association literature in the school mailboxes of School Nurses.
3. All literature and notices distributed under this section shall be authorized by officially designated representatives of the Association.
4. Copies of all such literature will be presented to the principal or other head of location before posting. In the event the principal or other head of location questions the propriety of the literature, he/she will immediately refer the question to the Chief Human Resources Officer, who shall pass on the question within one (1) school day.

H. Labor/Management Meetings - The Chief Human Resources Officer or administrative designee will meet with the Association on a monthly basis beginning in October during the school calendar year. The meetings will be held at a mutually agreeable time to discuss matters relating to the effective implementation of the nursing program. Agendas will be submitted prior to each meeting.

ARTICLE VII: Employee Protection

- A. Student Transportation - Employee(s) shall not be required to transport students in their personal vehicles.
- B. The Board of Education will provide protection to employees against certain liability as more fully set out in Board Regulation 4720. "Protection of Employees Against Liability Claims."
- C. No employee shall be reprimanded except for just cause. A copy of any written reprimand will be given to the employee.
- D. No employee shall be reduced in rank or compensation, discharged, or otherwise separated from employment except for the reasons stated in Mo. Rev. Stat. Section 168.251 through 168.291.

ARTICLE VIII: Special Salary and Benefit Provisions

- A. Health Insurance - The Board shall pay the premium for individual coverage of health and major medical insurance for each full-time employee. Full-time Employees shall have the right to purchase, at their own expense, the same insurance benefits for their dependents. The Board shall deduct the premium from the paychecks of the employees making such purchase and remit same on a timely basis to the insurance carrier.
- B. Dental Insurance - The Board shall pay the premium for individual coverage of dental insurance for each full-time employee. Full-time Employees shall have the right to purchase, at their expense, the same dental coverage for their dependents. The Board shall deduct the premiums from paychecks of employees making such purchases and remit same on a timely basis to the insurance carrier.
- C. Vision Care Insurance - The Board shall pay the premium for individual coverage of vision care insurance for each full-time employee. Full-time Employees shall have the right to purchase, at their expense, the same vision care coverage for their dependents. The Board shall deduct the premiums from paychecks of employees making such purchase and remit same on a timely basis to the insurance carrier.
- D. Term Life Insurance - Term life insurance in the principal sum of \$40,000 will be provided for full-time regular employees.
- E. Fringe Benefits - Employee(s) serving thirty hours or more on a regularly scheduled basis shall be entitled to full benefits, (term life insurance, group medical insurance, dental insurance, vision care insurance, short term disability, long-term disability and the employee assistance program). Options 2 and Options 3 employees shall retain sick leave days according to Board Regulation 4510.
- F. Employee Assistance Program - The Board shall pay the premium for each employee for individual coverage of an Employee Assistance Program.
- G. Use of Automobiles - Employees authorized by the Superintendent or his/her designee, to use their personal automobile in their assigned duties, shall be

reimbursed for costs incurred at the current IRS standard mileage rate. The per trip allowance increase for transportation from one school location to another shall be determined in proportion to the per mile allowance in effect.

ARTICLE IX: Assignment, Transfer and Promotion

- A. Considerations - In making assignments and transfers of School Nurses, consideration shall be given to the qualification and experience of the employee, available vacancies, work location preference and transportation facilities. The Superintendent of Schools may deny or institute any transfer for the good of the system, provided that upon request of the employee or the Association a valid reason therefore is stated in writing.
- B. Team Leader Duties
 - 1. Disseminate information and act as liaison between Health Service Supervisor and employee(s)
 - 2. Provide support and guidance to team members regarding daily nursing activities/operations/procedures.
 - 3. Plan in-service as directed by health Service Supervisor, utilizing community resources, as needed.
 - 4. Assist with orientation of newly appointed employee(s)
 - 5. Coordinate team activities (such as audits, head lice screenings) as directed by Nursing Manager.
 - 6. Team leaders shall be compensated at the *Team Leader Rate Formula*, Appendix D.
- C. Reasons for Making Transfers - School Nurses shall be transferred for these reasons:
 - 1. Request for transfer to a school or location where suitable vacancy exists.
 - 2. Surplus of School Nurses within the school or location.
 - 3. Good of the system as determined by the Superintendent of Schools, as provided in A above.
 - 4. Employee Initiated Request for Transfer - A School Nurse(s) who may be interested in transferring to other assignments at the beginning of the next school year should apply for a transfer to the Division of Human Resources.
- D. General Procedures
 - 1. Transfers are usually made at the beginning of the employee's work year.
 - 2. Requests for transfer within a semester are not usually granted except in cases of emergency.
 - 3. Transfers will be granted when the efficiency of the schools or other locations can be maintained.

4. System-Wide seniority will be given due consideration in making transfers.
5. An employee(s) may request site adjustment if the work load is excessive, based on health needs of students, numerous medications, special education students, special health needs, nursing procedures, and/or student enrollment numbers, etc., (During the annual staff adjustment period at the beginning of each school year, additionally, if the health needs of students of enrollment increase during the school year, an employee may request the assistance of a float nurse as long as excessive conditions persist.)
6. The written request should include those conditions that warrant a site adjustment or additional assistance such as the number of medications, number of students with special needs, number of nursing procedures, student enrollment, etc., assistance required, or site adjustment requested.
7. This request may be made in writing to the nursing supervisor and Chief Human Resources Officer.
8. Usually, an employee will not be transferred during his/her period of probationary service.
9. In the event that the Chief Human Resources Officer concurs in belief that a particular applicant for transfer cannot successfully fill the position, the employee shall, upon request, be informed in writing as to the reasons for the denial of the transfer.
10. When a new school/location is opened, the Administration reserves the right to select the staff. Employee requests for transfer will be received and granted based on seniority, evaluation, and qualifications when possible.

ARTICLE X: Employee Rights

- A. Complaint Against Employee - Every effort will be made to notify any employee of any written complaint by a parent, others or the location administrator by providing a copy to the employee. All complaints shall be in writing.
- B. Personnel Files - Material relating to an employee's conduct, service, characters or personality shall not be placed in the employee's personnel file unless the employee is given the opportunity to acknowledge that he/she has read such material by affixing his/her signature on the actual copy filed, with the understanding that such signature merely signified that he/she has read the material. A copy shall be provided to the employee. The employee shall have the right to respond by statement or explanation to any materials filed and his/her document shall be attached to the file copy. However, if employees do not avail themselves of the opportunity of reading such materials within thirty (30) days after being informed in writing, it may then be placed in the employee's file.
- C. Employees on Involuntary Leave of Absence - An employee on involuntary leave of absence shall, upon application and at his/her option, be granted priority status on the substitute list. Every effort will be made to assign persons on involuntary leave of absence on the basis of seniority. Persons placed on voluntary or involuntary leave of absence with or without pay may continue health, dental and

life insurance benefits by paying the regular group premiums to the Board, subject to the insurance carrier approval.

ARTICLE XI: Employment Conditions

- A. Minimum School Health Office Facilities - All employees shall be provided adequate workspace, adequate equipment and supplies to effectively and safely carry out his/her duties.
 - 1. Adequate office space with adequate lighting and room to perform necessary health screens (20 ft.), when possible.
 - 2. Desk, chairs, cot, scale, audiometer, eye charts for distance and near point vision and blood pressure cuff.
 - 3. Locked storage for medications, supplies, student records, confidential files and personal belongings.
 - 4. Private office space and screens, as needed, to ensure confidentiality of nurse/student interaction and to insure student privacy for examination by the School Nurse or physician.
 - 5. Adequate facilities for infection control including, but not limited to: antibacterial soap dispenser and running water in each office; adequate supply of good quality latex gloves; proper disposal for sharps and hazardous (blood-stained) materials in accordance with "Universal Blood and Body Fluid Precautions." Appendix E - Centers for Disease Control Guidelines.
 - 6. Dedicated phone line/fax machine and *direct access to copy machine*.
- B. Calendar Committee - A representative from the Association shall participate on the annual District calendar committee.
- C. Orientation
 - 1. Employee(s) shall be provided appropriate orientation and induction.
 - 2. Employee(s) shall be provided a job description and contract agreement for School Nurse.
- D. Protection Against the Spread of Disease
 - 1. The Board shall distribute to all employees copies of current Center for Disease Control (CDC) "Universal Blood and Body Fluids Precautions.
 - 2. The Board shall implement measures which ensure that employees can adequately carry out "Universal Blood and Body Fluid Precautions, as stated in Article II, A. Appendix E- Centers for Disease Control Guidelines.
 - 3. Hepatitis B Vaccine shall be provided by the district to all employee(s) free of charge.
- E. Hazardous Working Conditions - No employee shall be required to work under unsafe, hazardous or dangerous conditions or perform duties that are the

responsibility of the custodian. Such conditions shall be brought to the attention of the principal/immediate supervisor for evaluation and immediate corrective action where needed. Failure to provide appropriate corrective action shall be subject to the grievance procedure.

ARTICLE XII: Leaves

- A. Sabbatical Leaves of Absence - Employees may be granted sabbatical leave in accord with the provisions of Board Regulation 4530.
- B. Bereavement Leave - an employee absent for bereavement leave may be paid full salary for such absence but shall be limited to the following:
 - 1. First Degree of Relationship Up to three (3) working days in any pattern, including and immediately following the day of death and/or date of funeral of a member of the immediate family. Immediate family is defined as parent, spouse, child, grandparent, grandchild, sibling or domestic partner of the employee. For an individual to constitute an employee's domestic partner, both individuals must be age 18 or older and unrelated by blood closer than permitted by the State of Missouri marriage laws and who are in a committed relationship resembles a mutually exclusive relationship similar to the of marriage.
 - 2. Second Degree of Relationship Up to two (2) working days in any pattern, including and immediately following the day of death and/or date of funeral of a half-brother or half-sister, nephew, niece, aunt, uncle, step-parent, parent-in-law, step-brother or step-sister, sister-in-law or brother-in-law, son-in-law or daughter-in-law. This is limited to two (2) occurrences per year.
 - 3. Third Degree of Relationship One (1) working day to be used immediately following the day of death or on the date of the funeral of a great grandparent, aunt or uncle-in-law, grandparent-in-law, niece or nephew-in-law, great grandchild, grandnephew or niece, or grandaunt or uncle, or first cousin. This is limited to two (2) occurrences per year.
 - 4. Leave for attendance at a funeral of a departmental employee or a retired departmental employee may be granted by the Superintendent of Schools at his/her discretion.
 - 5. Immediately upon return to work from bereavement leave, the employee shall list on a form provided by the Board the name of the relative, date of funeral and relationship to the employee.
- C. Leave for Military Reserve Training - Permanent employees (employed other than by the hour, day or week), including those on probation, who by reason of membership in the United States military or naval reserve or national guard services are ordered by the appropriate authorities to attend a training period or encampment under the supervision of the United States Armed Forces shall be granted leaves of absence from their positions during the actual duration of such activity, not to

exceed fifteen days annually, in any federal fiscal year (October 1 - September 30). This leave shall be granted to 10, 10 ½ and 11 month employees only when the training period cannot be scheduled during the normal summer vacation period. During such leave and employee's salary shall be reduced by the amount received for such service.

- D. Other Paid Time Off - All other paid time off shall be in accordance with Board Regulations 4510 Sick Leave, 4520 Paid Time Off, 4525 Short- Term and Long-Term Disability, 4540 Family and Medical Leave, 4570 Worker's Compensation and 4580 Miscellaneous Leaves.

ARTICLE XIII: Escrow Account

- A. The Board will provide ten (10) ten and one-half (10 %) and eleven (11) month employees the opportunity annually to place a part of their salary into an escrow account for distribution during the summer months.
- B. The Board will make sixteen (16) deductions for the escrow account from each participating employee's paycheck in an amount equal to thirteen percent (13%) of the gross amount of the paycheck. No deductions for the escrow account will be made from the first two (2) pay periods in September.
- C. The accumulated amount will be paid to the employee in equal installments on the following schedule without deductions of any kind:

One (1) check in June
Two (2) checks in July
Two (2) checks in August

- D. All withdrawals must be made according to the approved schedule.
- E. Upon resignation, retirement or termination, any sum remaining in the escrow account will be paid to the employee immediately.
- F. Should an employee die before all withdrawals are made from his/her account, the remaining proceeds will be paid to the person or persons previously designated by the employee.

ARTICLE XIV: Salary and Rates of Pay

- A. School Nurses shall be compensated in accordance with the salary steps outlined of the certificated salary schedule. Appendix B Salary Schedule 2022-2026.
- B. Step Advancement - Each year that a step is granted each School Nurse shall advance one step on the salary schedule until such time a School Nurse reaches the top step. Advancement on the salary schedule requires a minimum of one (1)

semester or one hundred (100) days of satisfactory service in the school year previous to the advancement. Salary increases shall be calculated pursuant to the economic terms of this agreement in lieu of Step Advancement for the duration of this agreement.

ARTICLE XV: Other Fringe Benefits

- A. Holiday Pay - All regular employees shall receive pay for holidays according to the school calendar as it applies to all Board employees. Holiday pay will be authorized for employees for only those holidays for which the employee is not scheduled to work and which are within the schoolwork year. In order to be eligible for holiday pay, the employee must work the scheduled workday prior to and following the holiday, with the exception of a granted leave of absence with pay and/or absence due to continuing illness or death in the family. July 4 will be a paid holiday for employees in summer school programs and all regularly appointed twelve-month employees who are scheduled to work during the summer.
- B. Jury Duty - A regular employee who is absent because he/she is performing jury duty in a state or federal court shall be paid the difference, if any, between the employee's regular salary and the remuneration he/she receives as a juror.
- C. Summer School Employment/Assignments
 - 1. Opportunities for summer employment and extra service shall be posted on the district's website on or about May 1 of each year.
 - 2. All applications for summer school employment shall be returned to the Chief Human Resources Officer within ten (10) working days after the notification of openings.
 - 3. The Superintendent or his/her designee, in consultation with school principals, shall consider applications from all areas and shall select applicants for summer school nursing assignments. Preferences shall be given to nurses seeking to work in the school to which they are assigned during the regular school year based on their seniority within rank, subject to their having the qualifications necessary to fill the openings in question.
 - 4. All successful applicants shall be notified of their assignment as soon as possible, but before the end of the school year.
 - 5. The Board will furnish to the Association by July 30 of each year, one complete list of all employees in summer school positions. The list will be in alphabetical order by last name and will show the employees' address.
 - 6. Records shall be kept by the Coordinator for Nursing Services. A copy may be obtained by the employee upon request.
 - 7. Summer school appointments are not subject to sections 168.221 or 168.251-168.291 of the Revised Statutes of Missouri.

ARTICLE XVI: School Calendar

- A. See attached Appendix C

ARTICLE XVII: Workday

The workday shall consist of the following:

- 7.5 hours student/patient contact;
- arrival at least 15 minutes before and departure at least 15 minutes after school; **(Based on the needs of the school)**
- A 30-minute duty free lunch
- AM 15-minute break and PM 15-minute break
- For a total of 8.5 hours.

ARTICLE XVIII: Professional Nurse Evaluation

APPENDICES PDF Additions

- **Appendix A Nurse Job Description**
- **Appendix B 2022-2026 Salary Schedule**
- **Appendix C 2022-2023 School Calendar**
- **Appendix D Team Leader Compensation**
- **Appendix E Link to CDC Guidance for Blood Borne Pathogens and Covid-19**
- **Appendix F Current Health Department Standing Orders**

**New 2022 - 2026
Economic Terms**

I. FOR THE 2022-2023 SCHOOL YEAR

All Regular Full Time Employees who were hired as of June 30, 2022 will receive an 8% increase to their base pay, effective no July 1, 2022.

II. FOR THE 2023-2024 SCHOOL YEAR

All Regular Full Time Employees who were hired as of June 30, 2023 will receive a 3% increase to their base pay, effective no July 1, 2023.

III. FOR THE 2024-2025 SCHOOL YEAR

All Regular Full Time Employees who were hired as of June 30, 2024 will receive a 3% increase to their base pay, effective no July 1, 2024.

IV. FOR THE 2025-2026 SCHOOL YEAR

All Regular Full-Time Employees will receive a 0% increase to their base pay for the 2025-2026 School Year. Within One Hundred and Twenty days of the beginning of the 2025-2026 school year, the Association shall have the right to request a reopener on the subject of a wage increase for the 2025-2026 school year.

Retention and Attendance Incentives - All Regular Full Time employees will receive the following Incentives based upon hire date and attendance as noted. (Excludes: day to day substitutes and contractors)

<u>Retention Incentive</u>	<u>Payment Period</u>	<u>Eligibility</u>
\$1,000	August 2022	Full time employees hired on or before January 4, 2022 and completed the Spring 2022 semester. (No attendance component). Must be an active employee at the time of the payout.) Payout will occur no later than September 2, 2022.
\$2,000	December 2022	Full time employees hired on or before the first student day of the 2022/2023 SY and complete the Fall 2022 semester with 92% attendance on student days.
\$2,000	May 2023	Full time employees hired on or before January 4, 2023 and complete the Spring 2023 semester with 92% attendance on student days.
\$2,500	December, 2023	Full time employees hired on or before the first student day of the 2023/2024 SY and complete the Fall 2023 semester with 92% attendance on student days.
\$2,500	May 2024	Employees hired on or before the first student day of the 2023/204 spring semester and completed the Spring 2024 semester with 92% attendance on student days.

BOARD POLICY

The Board of Education of the City of St. Louis, MO ("Board") does not discriminate on the basis of race, color, national origin, gender, age, religion, disability, veteran status, sexual orientation, parental status and marital status in admission or access to, or treatment or employment in, its programs and activities.

In the implementation of this Policy Statement, the Board shall comply with the Board's obligation to maintain a policy of desegregation and staffing as required by the 1999 Desegregation Settlement Agreement.

For more information, please contact the Chief Human Resources Officer, 801 N. 11th Street, St. Louis, MO 63101; or phone 314- 345-2251.

The Board of Education of the City of St. Louis, MO ("Board") and National Education Association St. Louis (NEA/School Nurses) agree that this Policy Statement shall be incorporated in Board policy and administrative regulations.

This Contract Agreement shall be effective as of July 1, 2022 and shall continue in full force and effect through June 30, 2026. This Policy Statement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

BOARD OF EDUCATION OF THE CITY OF ST. LOUIS

2/23/23
Dated

By: [Signature]
President

2-28/23
Dated

By: [Signature]
Secretary

NATIONAL EDUCATION ASSOCIATION ST. LOUIS SCHOOL NURSES

Dated

By: [Signature]
President, NEA-STL SCHOOL NURSES



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	School Nurse
Payroll/Personnel Type:	11 Month
Reports to:	Director of Nursing

Position Summary:

Performs duties to provide and promote healthcare of students, staff, contractors and volunteers of Saint Louis Public Schools (SLPS). Our goal is to maximize learning through a comprehensive school health program and provide direct care as an independent healthcare professional in the school setting. SLPS School nurse also assist in healthcare emergency and crisis situations that may occur in their assigned building. Nurses work within Student Support Services and under the general direction of the Director of Health Services, Medical Director and the guidelines and recommendations of DESE and St. Louis City Health Department.

Essential Functions:

- Assess students/staff condition in the event of medical emergency or acute onset illness or injury, follow established nursing process to assist in provision of care or determining appropriate medical personnel.
- Assist in the development and implementation of IEP, 504 and required service
- Conduct training and educational workshops for students, parents, and staff on health education and promotional topics
- Conduct regular inspections of the school environment for health and safety concerns
- Provide case management services to families
- Network with other school personnel and health care professionals when appropriate
- Consult with governmental agencies to enhance health and safety practices and activities in the school setting
- Maintain electronic medical student records for every student enrolled in assigned school
- Counsel and educate students and families on the importance and necessity of follow-up treatments, disease prevention, and related health problems
- Counsel staff members regarding personal, physical, and mental health problems
- Develop student health care plans, as needed
- Establish goals, evaluate progress, and assist in the development and delivery of student health care plans for medically fragile students
- Participate in establishing nursing policy to address medical emergencies
- Maintain knowledge and fully comply with state, local, and school district laws, regulations, policies and procedures
- Cooperate with school personnel in identifying and meeting social, emotional, and physical needs of students
- Participate as an active member of the Student Support Services Team with the school counselor and school social worker
- Submit reports as requested by the Manager of the Office of Health Services, Medical Director, and Executive Director of Student Support Services
- Submit reports as required by governmental agencies
- Attend workshops, in-services, and staff meetings scheduled by the Office of Health Services
- Annually earn a minimum of 25 professional development or continuing education hours
- Performs all other duties as assigned



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

- Performance of this job will be evaluated annually in accordance with provisions of the school district's policy on Evaluation of Personnel

Knowledge, Skills, and Abilities:

- Previous school nurse experience preferred, but not required
- Ability to provide professional registered nursing care in a school setting
- Ability to utilize a variety of reference, descriptive and advisory data and information such as patient records, lab reports, immunization records, service directories, nurse's handbooks, procedure manuals, and non-routine correspondence
- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise health status of students
- Ability to apply principles of influence systems such as leading, teaching, directing, planning, coordinating, and controlling
- Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution
- Ability to exercise judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable
- Ability to lift, carry, push and pull objects and materials of moderate weight, 12 to 20 pounds, such as transporting medical supplies, equipment, educational materials, and movement, transferring, or repositioning of students
- Tasks could involve the ability to exert moderate, but not constant, physical effort, typically involving some combination of trotting, running, stooping, climbing stairs, kneeling and crouching in order to respond to health emergencies for the performance of health assessments
- Ability to operate, maneuver, or adjust equipment, machinery or tools such as stethoscopes, nebulizers, thermometers, peak flow meters, suction machines, audiometers, vision charts, balance beam floor scales, computers, printers, copiers, and fax machines
- Tasks may risk exposure to adverse environmental conditions such as disease, pathogenic substances, toxic/poisonous agents, disease, or violence
- Ability to work effectively as a member of a multi-disciplinary team

Experience:

- Understand the role that a school nurse encompasses in health care and education
- Ability to work inside and outside the school nurse office to help students

Education:

- Associate's Degree in Nursing or related health field (required)
- Bachelor's Degree in Nursing, Biology, Health Administration, Health Services, Social Work or related health field (preferred)
- Will consider an RN currently enrolled in a BSN program
- Active Missouri or Multistate Registered Nurse License (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
_____ Human Resources		_____ Date	

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.

Nurse Salary Schedule 2022-2026

Step	BA	Bi-Weekly	MA	Bi-Weekly	MA + 15	Bi-Weekly	MA + 30	Bi-Weekly	PHD	Bi-Weekly
A	\$65,697.23	\$2,856.40	\$69,463.83	\$3,020.17	\$72,175.79	\$3,138.08	\$75,941.82	\$3,301.82	\$79,256.46	\$3,445.93
B	\$67,203.81	\$2,921.90	\$70,216.69	\$3,052.90	\$73,380.60	\$3,190.46	\$76,996.45	\$3,347.67	\$80,913.79	\$3,517.99
C	\$67,957.25	\$2,954.66	\$71,688.92	\$3,116.91	\$74,855.38	\$3,254.58	\$78,022.70	\$3,392.29	\$81,380.78	\$3,538.29
D	\$68,559.37	\$2,980.84	\$73,983.29	\$3,216.66	\$77,310.14	\$3,361.31	\$80,637.85	\$3,505.99	\$84,193.24	\$3,660.58
E	\$69,694.34	\$3,030.19	\$76,394.05	\$3,321.48	\$79,783.64	\$3,468.85	\$83,176.64	\$3,616.38	\$86,919.11	\$3,779.09
F	\$72,536.89	\$3,153.78	\$78,857.04	\$3,428.57	\$82,447.62	\$3,584.68	\$86,039.06	\$3,740.83	\$89,814.74	\$3,904.99
G	\$74,687.04	\$3,247.26	\$81,632.02	\$3,549.22	\$85,228.57	\$3,705.59	\$88,826.54	\$3,862.02	\$92,642.53	\$4,027.94
H	\$76,651.25	\$3,332.66	\$84,416.66	\$3,670.29	\$87,988.79	\$3,825.60	\$91,565.47	\$3,981.11	\$95,556.33	\$4,154.62
I	\$78,676.49	\$3,420.72	\$87,181.13	\$3,790.48	\$90,768.31	\$3,946.45	\$94,360.04	\$4,102.61	\$98,732.16	\$4,292.70
J	\$80,552.12	\$3,502.27	\$89,802.54	\$3,904.46	\$93,508.95	\$4,065.61	\$97,213.37	\$4,226.67	\$101,861.43	\$4,428.76
K	\$85,069.02	\$3,698.65	\$92,710.38	\$4,030.89	\$96,419.91	\$4,192.17	\$100,131.72	\$4,353.55	\$105,010.29	\$4,565.66
L	\$92,921.02	\$4,040.04	\$95,893.87	\$4,169.30	\$99,653.94	\$4,332.78	\$103,414.57	\$4,496.29	\$108,211.67	\$4,704.86
M			\$98,587.66	\$4,286.42	\$102,572.57	\$4,459.68	\$106,557.19	\$4,632.92	\$111,586.79	\$4,851.60
N			\$102,073.78	\$4,437.99	\$106,662.79	\$4,637.51	\$111,250.10	\$4,836.96	\$114,735.37	\$4,988.49
O			\$104,860.97	\$4,559.17	\$109,583.98	\$4,764.52	\$114,431.04	\$4,975.26	\$117,902.11	\$5,126.18
P			\$107,603.02	\$4,678.39	\$112,770.31	\$4,903.06	\$117,960.88	\$5,128.73	\$118,231.70	\$5,140.51
Q			\$114,947.71	\$4,997.73	\$120,951.61	\$5,258.77	\$123,527.59	\$5,370.76	\$122,066.15	\$5,307.22
R							\$126,958.07	\$5,519.92	\$127,813.98	\$5,557.13
S	Nurse Practitioners will be paid at MA+30 Level						\$130,489.60	\$5,673.46	\$130,186.70	\$5,660.29
T							\$130,489.60	\$5,673.46	\$131,371.07	\$5,711.79
U	Step Placement*						\$131,392.36	\$5,712.71	\$133,623.42	\$5,809.71
V		0-3 Years of Service = A					\$131,809.67	\$5,730.86	\$134,661.59	\$5,854.85
W		4-6 Years of Service = B					\$132,758.42	\$5,772.11	\$138,424.78	\$6,018.47
X		7 + Years of Service = C							\$142,301.24	\$6,187.01
Y										
Z	Steps are not equivalent to years.									

Effective July 2022



Saint Louis Public School District
2022-23 Academic Year Calendar
February 8, 2022
Approved 03/08/2022 by Board of Education

July 2022										
Day		Su	M	Tu	W	Th	F	Sa	# Days	# Hours
4	Holiday-District Closed	27	27	28	29	30	1	2		
18	11.5-Month Staff Returns to Work	3	4	5	6	7	8	9		
25	11-Month Staff Returns to Work	10	11	12	13	14	15	16		
		17	18	19	20	21	22	23		
		24	25	26	27	28	29	30		
		31								

August 2022										
Day		Su	M	Tu	W	Th	F	Sa	# Days	# Hours
1	10.5-Month Staff Returns to Work	31	1	2	3	4	5	6		
8	10-Month Staff Returns to Work	7	8	9	10	11	12	13		
8	Site Based PD	14	15	16	17	18	19	20		
9	Network Day	21	22	23	24	25	26	27		
10-12	District PD	28	29	30	31					
15-17	Site Based PD									
18-19	Classroom Prep									
22	First Day of School								8	51.6

September 2022										
Day		Su	M	Tu	W	Th	F	Sa	# Days	# Hours
5	Holiday-Labor Day; District Closed					1	2	3		
16	Interim Progress Reports for Quarter 1	4	5	6	7	8	9	10		
23	Site-Based PD/District Based PD	11	12	13	14	15	16	17		
		18	19	20	21	22	23	24		
		25	26	27	28	29	30			
									20	129

October 2022										
Day		Su	M	Tu	W	Th	F	Sa	# Days	# Hours
14	Quarter 1 ends							1		
14	Site-Based PD/District Based PD	2	3	4	5	6	7	8		
17	Second Quarter begins	9	10	11	12	13	14	15		
17-21	Parent-Teacher Conferences	16	17/PTC	18/PTC	19/PTC	20/PTC	21	22		
21	No Students	23	24	25	26	27	28	29		
		30	31						19	122.55

November 2022										
Day		Su	M	Tu	W	Th	F	Sa	# Days	# Hours
8	Election Day - District Closed			1	2	3	4	5		
11	Veteran's Day - District Closed	6	7	8	9	10	11	12		
18	Interim Progress Reports for Q2	13	14	15	16	17	18	19		
23	No school, school staff only; 12-month works	20	21	22	23	24	25	26		
24-25	Holiday-Thanksgiving; District Closed	27	28	29	30					
									15	96.75

December 2022										
Day		Su	M	Tu	W	Th	F	Sa	# Days	# Hours
21-23	Winter Break - no school, school staff only; 12-month works					1	2	3		
26	Holiday - District Closed	4	5	6	7	8	9	10		
27-30	Winter Break - no school, school staff only; 12-month works	11	12	13	14	15	16	17		
		18	19	20	21	22	23	24		
		25	26	27	28	29	30	31		
									14	90.3

January 2023										
Day		Su	M	Tu	W	Th	F	Sa	# Days	# Hours
2	Holiday - District Closed	1	2	3	4	5	6	7		
3	Record Keeping	8	9	10	11	12	13	14		
4	Third quarter begins	15	16	17	18	19	20	21		
16	Holiday-Dr. Martin Luther King, Jr. Day; District Closed	22	23	24	25	26	27	28		
		29	30	31						
									19	122.55

February 2023										
Day		Su	M	Tu	W	Th	F	Sa	# Days	# Hours
3	Interim Progress Reports for Quarter 3				1	2	3	4		
17	Site-Based PD/District Based PD	5	6	7	8	9	10	11		
20	Holiday - President's Day; District Closed	12	13	14	15	16	17	18		
		19	20	21	22	23	24	25		
		26	27	28						
									18	116.1

March 2023										
Day		Su	M	Tu	W	Th	F	Sa	# Days	# Hours
10	Quarter 3 ends				1	2	3	4		
13	Fourth Quarter Begins	5	6	7	8	9	10	11		
13-17	Parent-Teacher Conferences	12	13/PTC	14/PTC	15/PTC	16/PTC	17	18		
17	No Students	19	20	21	22	23	24	25		
20-24	Spring Break	26	27	28	29	30	31			
									17	109.65

April 2023										
Day		Su	M	Tu	W	Th	F	Sa	# Days	# Hours
								1		
		2	3	4	5	6	7	8		
		9	10	11	12	13	14	15		
		16	17	18	19	20	21	22		
		23	24	25	26	27	28	29		
		30							20	129

May 2023										
Day		Su	M	Tu	W	Th	F	Sa	# Days	# Hours
25	Last Day of School		1	2	3	4	5	6		
26	Record Keeping Day	7	8	9	10	11	12	13		
26	Last Day for 10-Month Employees	14	15	16	17	18	19	20		
		21	22	23	24	25	26	27		
		28	29	30	31					
									19	122.55

June 2023										
Day		Su	M	Tu	W	Th	F	Sa	# Days	# Hours
TBD	Summer Learning					1	2	3		
2	Last Day for 10.5-Month Employees	4	5	6	7	8	9	10		
9	Last Day for 11-Month Employees	11	12	13	14	15	16	17		
19	Holiday - Juneteenth; District Closed	18	19	20	21	22	23	24		
30	Last Day for 11.5-Month Employees	25	26	27	28	29	30			

Student
Hours 1,090.05

Student
Days 169

Teacher
Contract
Days 210

District Closed
 Holiday - District Closed
 No Students or Teachers
 Professional Development - No Students
 Parent/Teacher Conferences
 Spring Break - Schools Closed
 Record Keeping Day - No Students



APPENDIX D: TEAM LEADER COMPENSATION

ST. LOUIS PUBLIC SCHOOLS TEAM LEADER COMPENSATION

\$2,500 per year (0 to 5 nurses)

\$3,000 per year (6 to 10 nurses)

\$3,500 per year (11+ nurses)

