

SCHOOL DISTRICT  
OF  
WAUPACA

NURSES HANDBOOK

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## Table of Contents

Topic	Page
Introduction-----	2
1. Personnel Positions Covered-----	2
2. Physical Examination and Tuberculin Skin Test-----	2
3. Nurse Certification-----	2
4. Days/Hours of Work-----	2
5. Evaluations-----	2
6. Pay Periods-----	3
7. Employee Leave-----	3
Sick Leave/Paid Time Off-----	3
Funeral Leave-----	3
Personal Leave-----	3
Unpaid Personal Leave of Absence-----	3
8. Rules-----	4
8.1 Unexpected Absence Reporting-----	4
8.2 Pre-arranged Absence Reporting-----	4
8.3 Medical Plans-----	4
8.4 Role Model-----	4
9. Nurse Resignation-----	4
10. Individual Nurse Contracts-----	4
11. Grievance Procedures-----	4
12. Salary-----	4
13. Compensation-----	4
13.1 CEU's -----	4
13.2 Mileage-----	5
13.3 Summer School-----	5
14. Benefits-----	5
14.1 Health Insurance-----	5
14.2 Dental/Orthodontia Insurance-----	5
14.3 Disability Insurance-----	5
14.4 Life Insurance-----	5
14.5 Flexible Spending Account-----	5
14.6 Retirement (WRS) -----	5
14.7 Retirement (District)-----	5

This Nurse Handbook is a summary of some of the employment policies, procedures, rules and regulations of the Board of Education for the School District of Waupaca. However, this Nurse Handbook should not be considered all inclusive. It has been prepared to acquaint employees with the policies, procedures, rules and regulations and to provide for the orderly and efficient operation of the District. Most of the employee questions will be answered in this Nurse Handbook. However, if there are questions regarding the Nurse Handbook, or matters that are not covered, they should be directed to the Director of Student Services. Employees are also responsible for adhering to the School District of Waupaca Board Policies, Administrative Policies and all applicable federal and state laws and regulations.

This Nurse Handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules or regulations contained herein constitute a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, expressed or implied. Nothing in this document is intended to create an employment contract. All of the District's Nurses are employed "at will" and employment is not for any definite period, unless otherwise set forth by statute. The School District of Waupaca Board of Education reserves the right to add, delete, revoke, suspend, terminate or otherwise modify any or all of the below policies and procedures of employment in whole or in part, at any time with or without notice for the good of the School District of Waupaca.

This Nurse Handbook supersedes all previous handbooks, statements, procedures, rules, regulations, labor contracts or any other documents governing the terms and conditions of employment addressed in this Handbook given to employees, whether verbal or written.

1. Personnel Positions Covered by this Handbook –

School Nurses

2. Physical Examination and Tuberculin Skin Test When required for employment, Nurses shall furnish evidence of a physical examination, drug test and skin tuberculin test. Upon receipt of the standard results form established by the District the Board of Education shall pay for the physical examination, drug test and skin tuberculin test in accordance with Board Policy.
3. Nurse Certification The term "Nurse" means any person who is required to hold a Nurse's certificate issued by the State of Wisconsin. Failure to retain an updated license will result in termination of the individual Nurse contract. Evidence of such authorization to practice must be filed with the District Administrator before the effective date of the contract
4. Days/Hours of Work The Board will establish a calendar reflecting 200 contracted days to include 3 holidays. The regular school day shall consist of 7.5 work hours and 30 minutes duty free lunch.
5. Evaluations - Nurses will be evaluated pursuant to Board Policy and/or DPI requirements by the Director of Student Services.

6. Pay Periods Salaries shall begin with the first September payroll and be made on the 10<sup>th</sup> and 25<sup>th</sup> of each month through June by direct deposit into one designated bank account.

7. Employee Leave

Paid Time Off/Sick Leave – Nurse will earn 1 day per month of employment (11 days must be worked to constitute a month) up to a maximum of 10 days per year. Paid time off/sick leave is available for situations in which the Nurse is unable to conduct his/her duties due to his/her physical or mental illness, medical appointments for employee or immediate family member, employee legal business or other such emergency situations. Legal/emergency situations will be subject to the District interpretation of an emergency. Unused time off may be accumulated to a maximum of one hundred (100) days. At no time will a Nurse's account total more than one hundred (100) days. A Nurse who is absent for days in excess of his/her accumulated total shall have such additional days deducted from his/her salary and must apply for an Unpaid Personal Leave of Absence.

Funeral Leave – Each Nurse may be allowed up to three (3) days per occurrence to attend the funeral of a person having direct importance on the Nurse. Funeral leave days used shall not be subtracted from sick leave.

Personal Leave – A Nurse may be granted two (2) days per year, non-accumulative and deducted from sick leave, to deal with matters of personal concern without direct cost to the Nurse.

A Nurse may be granted one (1) additional Personal Leave day per year, non-accumulative and not deducted from sick leave, to deal with matters of personal concern if the Nurse pays the District \$80.00. The second Personal Leave day shall be granted in increments no less than one-half day. Application for Personal Leave must be made to the building principal at least three (3) working days in advance of the requested time off and may not be used to extend holidays or vacations. Principals may deny a request based upon availability of substitute Nurses and/or other scheduling considerations.

Unpaid Personal Leave of Absence – The Nurse requesting an Unpaid Personal Leave of Absence (not to exceed 12 months) shall submit a written request to the District Administrator setting forth the reasons for the request at least thirty (30) days in advance of the requested leave date if known, or as soon as possible after the date is known. The District Administrator may grant said request at his/her discretion. The beginning and ending dates shall be determined by the District Administrator. During any unpaid leave of absence of ten (10) consecutive working days or more, health, dental, life, and disability insurance will be continued only if the Nurse pays the required premiums and to the extent participation is permitted by the insurance carrier. During any unpaid leave of absence of less than ten (10) consecutive working days the District will continue to pay required premiums to maintain insurance coverage.

Note:

A total yearly limit of absences from assigned duties for the purposes of attending conferences, conventions, meetings, workshops, and/or unpaid leave requests unrelated to health, shall not exceed five (5) working days. Under no circumstances

shall any Nurse be granted in excess of five (5) working days for the purposes listed above. This limit applies only to requests generated by a staff member. Immediate supervisors may request a staff member to attend a particular conference, workshop, meeting, etc. This will not count towards the 5 working days as determined above.

8. Rules

- 8.1. Nurses unable to report for duty due to illness or other reasons shall give his/her supervisor or his/her designee due notice before 6:30am of the day the Nurse shall be absent. This should be done by calling the district call-in staff and the nurse should make arrangements for who will be covering the work during the absence.
- 8.2. Any Nurse who must be absent temporarily from school shall request approval from his/her supervisor via ERMA and make the appropriate substitute arrangements.
- 8.3. Nurses must have available the appropriate medical plans and instructions for students so that the substitute can properly conduct student care.
- 8.4. Nurses represent important role models and as such their actions, both on duty and off duty should conform to generally accepted standards of good behavior in the profession. Nurses should not engage in actions that bring discredit to themselves or the District.

9. Nurse Resignation and/or Breach of Contract

- 9.1. All forfeitures shall accompany the Nurse's letter of resignation.
- 9.2. A tiered incentive may be applied for notification of intent to retire/resign when the full time individual submitting for the retirement/resignation incentive is not subject to any liquidated damages and the following conditions are met: 1) eligibility for and retirement under WRS\* (not applicable to resignation incentives); 2) provision of timely notice (prior to October 31<sup>st</sup> or January 31<sup>st</sup>); and, 3) the individual is not currently subject to discipline, unless waived by the District.

10. Individual Nurse Contracts. Nothing in the individual contract is intended to modify the at-will employment status.

11. Grievance Procedures  
Per Board Policy

12. Salary

Nurses will receive individual notice as to their salary prior to the beginning of each school year if such salary has been determined by that time. Salary will be based on the teacher salary schedule and will be based on the school nursing experience & CEU's presented. The amount in the appropriate salary step cell will be calculated to a per diem amount and multiplied by 200 to determine full contract amount.

13. Compensation

- 13.1. Continuing Education Unit (CEU) is a unit of credit equal to 10 hours of participation in an accredited program designed for professionals with certificates or licenses to practice various professions. Doctors and Nurses are an example of such professionals required to participate in CEU's for a certain number of hours every year in order to keep their certificates or licenses to practice current. Thirty (30) CEU's will equate to 6 graduate credits.  
National School Nursing Board certification will equate to a master's degree.

Up to \$150 actual cost per converted credit, not to exceed 6 credits or \$900 over five consecutive years, may be reimbursed to Nurses who have completed an appropriate course.

13.2. Mileage –Mileage reimbursement shall be compensated at the IRS rate.

13.3. Summer school contract rates shall be determined annually by the school board.

14. Benefits - The Board reserves the right to select the carriers and plans for any insurance benefits provided by the District. Insurance plans and benefits are subject to change at any time.

14.1. Health Insurance Premiums (See Appendix C for Benefit Information) – The Board will pay 79% of the premium. The Board will pay an additional 6% of the premium for employees who choose to participate in the District’s Health and Wellness program.

14.1.1. Retirees shall be able to continue in a group insurance plan at their own expense to age 65.

14.2. Dental/Orthodontia Insurance (See Appendix D for Benefit Information) – The Board will pay 100% of the single and family premium for dental insurance. Retirees shall be able to continue in the district’s group Dental Plan, at their own expense, to age 65.

14.3. Disability Insurance (See Appendix E for Benefit Information) – The Board will pay 100% of the premium for Long Term Disability insurance.

14.4. Life Insurance

14.4.1. Must be a permanent employee of the district meeting the work hour WRS eligibility requirements.

14.4.2. Life Insurance coverage is strictly on a voluntary basis. The employee is 100% responsible for the premium.

14.4.3. The district will pay up to a 20% surcharge/administrative charge for a Basic Plan only for an employee who chooses to have Life Insurance coverage

14.5. Flexible Spending Account – Employees may contribute to their own flexible spending account through a voluntary deduction from their paycheck in accordance with the District’s plan.

14.6. Retirement (WRS) – The Board will comply with the requirements of the Wisconsin Retirement System (WRS) as established by State Statutes and the Department of Employee Trust Funds.

14.7. Retirement (District) - A Nurse retiring after reaching age 55 and having completed ten (10) consecutive years of teaching in the School District of Waupaca immediately preceding the retirement year shall be eligible for the following retirement benefits provided his/her retirement notice is submitted in writing to the District Administrator prior to March 1<sup>st</sup> of the school year which is to be his/her last school year: A retirement sum of four hundred dollars (\$400) per month for 48 consecutive months following retirement. Payment shall begin with the first payroll of the following school year. If a former employee dies while receiving this benefit and is survived by a spouse, the surviving spouse shall receive the remaining portion of the former employee’s benefit.

14.7.1. Forty dollars (\$40) for each day to a maximum of ninety (90) unused sick days. Retiree shall receive a contribution to a TSA account in the Nurse’s name held at a

District approved vendor of their choice. The amount of the contribution shall be \$500 per month and shall be contributed until the total amount credited is paid out.

14.7.2. A tiered incentive may be applied for notification of intent to retire/resign when the full-time individual submitting for the retirement/resignation incentive is not subject to any liquidated damages and the following conditions are met: 1) eligibility for and retirement under WRS\* (not applicable to resignation incentives); 2) provision of timely notice (prior to October 31<sup>st</sup> or January 31<sup>st</sup>); and, 3) the individual is not currently subject to discipline, unless waived by the District.

14.8. Pro-Rated Benefits for Part-Time Employees – Part-time employees shall receive fringe benefits pro-rated to the time worked in proportion to full-time employees.