

Memorandum of Understanding Nursing Services

In order to recognize that the work year for Licensed School Nurses does not match the school year because of the need to prepare such things as health concern lists of medically involved students, review health records for immunizations before school starts and develop individual health plans, the District and the St. Cloud Education Association agree to the following changes to the 2005-2007 Master Agreement:

1. Any current licensed school nurse working 1316 hours per year (188 days X 7 hours) will be considered to be on a full-time equivalent contract.
2. Licensed school nurses working less than 132 hours per year will remain on hourly status.
3. Licensed school nurses working more than 132 hours per year, but less than 1316 hours per year will be on pro-rated contract status.
4. The District administrator with recommendations from the department chairperson in charge of nursing services will indicate, by July 1st of each year, the number of hours which will be allocated to each nurse for the purpose of preparing health concern lists, checking immunization records and preparing individual health plans. These hours will be part of a nurse's total contract assignment and will not exceed 39 hours. It is understood that this work will be performed between August 1 and the start of the school year. Schedule adjustments made in recognition of these hours will be approved by the building administrator of the "majority assignment" school.
5. Hours for work during the summer months that are not covered by #4 above will be assigned to current nurses by mutual agreement. If none of the current nursing staff agree to work summer hours as part of their regular assignment, those hours will be given to a newly hired employee.

If nurses are asked to attend a meeting during the summer months due to some unforeseen circumstance, flexibility will be allowed to accommodate individuals who may be absent due to personal schedules. Any nurse who misses such a meeting will be responsible for acquiring the information shared at the meeting.

6. Nurses will each be assigned to a "majority assignment" school. This site will be the school at which the nurse is scheduled to spend the most time. All District paperwork will be cleared at this building. This includes, but is not limited to any leave requests, sick calls, schedule changes if known in advance, and non-duty time. In addition, nurses are expected to contact any school at which they were scheduled if they are going to be absent.

For the District:

For the Association:

Date

Date