

**NORFOLK PUBLIC SCHOOLS
NORFOLK, NEBRASKA**

**Nurses Employment
2026-2027**

Salaries

- A. Salary Schedule:** The salary of each certified nurse covered by this agreement shall be determined by the salary schedule attached as Appendix A for 2026-2027.
- B. Salary Schedule Placement:** The initial step placement of a newly hired employee shall be determined by the superintendent of schools or their designee in relation to experience. Placement of newly hired nurses may be given higher placement due to their qualification, but their placement will not exceed actual verified experience. Each new employee shall provide written verification of prior successful experience to the Superintendent or their designee prior to initial placement on the salary schedule. Only one (1) vertical step per year will be allowed. A maximum of one (1) horizontal step will be allowed per year upon completion of horizontal movement requirements.
- C.** Staff members whose salaries are funded through state or federal grants will be paid the rate as established in the grant, not the salary stated in this agreement.

Fringe Benefit

All **NEWLY** hired Nurses in the district starting with the 2025-2026 school year, and every school year thereafter, will be offered the school-offered health insurance only. There will be no Cash-In-Lieu offered or set benefit dollars for new and/or incoming nurses to the district starting the 2025-2026 school year and beyond. The District will provide the following health benefits coverage of the lower cost benefit plan. Includes the health and employee dental coverage.

Employee only 100%
Employee/Child \$16,935.60
Employee/Spouse \$17,300.28
Employee/Family \$20,612.16

Spouses that are both employed at Norfolk Public Schools (Certified and Classified) that are both eligible for health insurance, the District will cover Employee/Family Health and Employee/Spouse Dental at 100%. All current spousal employees that are enrolled in the District's health insurance will automatically be transferred to the new system starting with the 2025-2026 school year.

Staff hired prior to 2025-2026 receiving Cash-In-Lieu or set benefit dollars will be grandfathered into our current system. Any current staff member who un-enrolls or makes changes from Cash-In-Lieu forfeits their rights to re-enroll in the Cash-In-Lieu system.

Grandfathered Benefit Package: Eligible nurses employed by the School District shall be provided the Fringe Benefit Package as described herein. Benefits provided under the Fringe Benefit Package shall be prorated for part-time nurses based on full-time equivalency. Nurses provided the Fringe Benefit Package shall be eligible to receive the following benefit packages identified in subsections (1),(2) and (3) below, subject to limitations provided therein:

- (1) Insurance /Fringe Benefit Stipend: Full-time nurses eligible for the Fringe Benefit Package may receive employee (self only) health/dental or one of the dental only options insurance coverage at the \$1,050/\$3,800 HSA Eligible option rates under the EHA Dual Choice Plan offered each year with 100% of the premium cost paid by the School District, plus an additional Fringe Benefit Stipend in the amount of the difference between the premium costs of such health and dental coverage and the sum of **\$11,428**.
 - a. Fringe Benefit Stipends shall be subject to all applicable state and federal tax withholdings but shall not be subject to NPERS employer and employee contributions.
- (2) Cash-in-lieu: Full-time nurses eligible for the Fringe Benefit Package may elect not to enroll in the health and dental insurance plan offered by the School District and decline the School District's contribution towards such health and dental insurance and instead receive a Cash-in-Lieu of insurance stipend in the amount of \$11,428 (\$952.33/month) for the 2025-2026 school year provided the nurse has filed with the business office on the form attached hereto and incorporated herein as Appendix C3 an acknowledgement which serves as evidence of alternative coverage in accordance with the conditions of an "eligible opt out payment" as set forth in Treas. Prop. Reg 26 CFR §1.36B-2(c)(v)(A)(7), as may be amended from time to time. Cash-in-lieu payments shall be subject to all applicable state and federal tax withholdings but shall not be subject to NPERS employer and employee contributions.

IRS 125 Plan

Each nurse covered by this agreement shall have the option of participating in an IRS Section 125 Flexible Benefit Plan. The administration and participation costs of this benefit shall be paid for by the Board of Education. This fund shall be administered according to law.

Sick Leave

The Norfolk Public Schools provides the following sick leave plan for Nurses. At the beginning of the school year a sick leave benefit for personal illness for the employee or members of the immediate family (husband, wife, child, mother, father, sister, brother, mother-in-law, father-in-law, grandparents, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, niece, nephew, aunt and uncle) equivalent to ten (10) days of full pay shall be granted to the nurse. This benefit shall be cumulative from year to year not to exceed seventy-five (75) days. Nurses may use a maximum of seventy five (75) sick leave days during any one (1) school year. Days used in excess of the accumulated sick leave shall be counted as leave with an annual salary per diem loss in pay. Nurses considering elective surgery should consider planning the surgery for a time that will not interfere with their contractual duties. Ten (10) of the seventy-five (75) available sick leave days may be used for a member of the immediate family not residing in the household. An employee shall notify his or her building administrator of any planned absence under the sick leave procedure as soon as the employee knows such absence will occur. The date or approximate dates of the planned absence shall be communicated to his or her building administrator as soon as they are reasonably available. The employee shall terminate leave taken under this procedure and return to work as soon as the illness or disability has sufficiently subsided so that it no longer jeopardizes the health or well-being of the employee.

The maximum number of sick leave days an employee will be allowed to carry over from one school year to the next shall be seventy-five (75). Once the maximum is accumulated, no further sick leave days will be available or granted for the ensuing leave year or years until the accumulated number of days is less than seventy-five (75). When the accumulated sick leave falls below seventy-five (75), the staff member covered by this agreement shall be granted a maximum of ten (10) days or the number required to bring the staff member leave balance back to seventy-five (75). The granting of this additional leave shall be done once at the beginning of each school year.

Employees are not eligible for paid leave upon becoming eligible for disability insurance benefits. Employees who have a sick leave balance of less than seventy-five (75) days shall be eligible to receive this benefit after the exhaustion of those days. For those employees who have an accumulated balance of seventy-five (75) days or more, they shall become eligible for this benefit after having used seventy-five (75) days. The Norfolk Public Schools acknowledge that the purpose of sick leave is to provide income protection for those employees who are absent from work for sickness or other medical reasons. The superintendent or his/her designee reserves the right at any time to request the submission of a certificate signed by a medical practitioner for any illness in excess of five (5) working days certifying that the employee was unable to carry out his/her duties due to illness. Sick leave is defined as leave of absence granted due to physical illness, injury, or medical conditions and the treatment of both physical and mental illness, injury or medical conditions.

Bereavement Leave

The Norfolk Public Schools provides the following bereavement leave procedures: All full-time employees are eligible for a bereavement leave of up to five (5) days for the funeral of a member of the immediate family. One (1) day of bereavement leave will be granted for the funeral of a friend or relative. Additional bereavement days may be requested for each occasion. Additional days may be allowed at the discretion of the superintendent.

The maximum number of bereavement leave days shall be no more than twelve (12) days in any one year. Bereavement leave is non-cumulative. If you are prevented from returning to work after your leave has expired, because of extenuating circumstances (such as weather), your pay will be docked 1/193rd of the salary amount.

Personal Day

Each Nurse will be allowed two (2) paid and **one (1) unpaid** personal leave days per year. The building principal and the Superintendent of Schools must approve this request. Under the following conditions (staff members will be docked 1/193rd of the contracted amount):

- A. No reason will have to be given for the absence.
 - B. Leave will be granted only if a properly qualified substitute can be hired to replace the staff member who wishes to take such leave.
 - C. Leave without pay is non-cumulative.
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- A. Extenuating circumstances may dictate an exception at the discretion of the superintendent of schools:
 - 1. It may not be used when Norfolk athletic teams qualify for district or state playoffs or other such occasion when use of this day would create coverage issues.
 - 2. The personal leave day may not be taken preceding or following vacations or other non-contract days except for extenuating circumstances.
 - 3. This leave may not be taken after April 30 except for extenuating circumstances.
 - 4. Those nurses who have a son or daughter participating in district or state competition during the month of May, may use a personal day to attend, if a substitute nurse is available.
 - B. Personal leave shall be allowed to accumulate to six (6) days, and may be used consecutively following the conditions listed above.
 - C. Personal leave will not be allowed for any absence when such absence is covered by other leave benefits

by the Norfolk Public School System.

D. If an employee is prevented from returning to work after personal leave has expired, because of extenuating circumstances (such as weather), the employee will be docked 1/193rd of their salary amount.

E. Request for leave will be submitted in writing on forms provided by the school district to the supervising administrator at least seven (7) calendar days in advance of the date leave is to commence. The supervising administrator will consider any other leave request and submit it to the superintendent of schools with a recommendation for approval or disapproval. The superintendent of schools will act upon the request with dispatch and will promptly notify the staff member and the supervising administrator as to the disposition of the leave request.

F. Staff members will be paid \$100, in June, for each unused personal leave day not being rolled over.

G. Nurses who are unable to get to work due to inclement weather may use a personal day. If no personal days are available then the nurse will be docked 1/193rd of their salary amount.

*** Any additional leave without pay requests are subject to these additional guidelines:

1. Additional days of personal leave without pay but with a reason are available at the discretion of the superintendent.

2. A staff member's salary will be docked 1/193rd of their salary amount per day.

These days are subject to the personal leave A-G listed above. Leave may not be taken immediately preceding or following vacations or other non-contract days unless approved by the superintendent.

Conditions of Employment

A. At-Will Employment: All nurses are at-will employees and have no property right to continued employment and may be terminated by either party, with or without cause or hearing, upon two (2) calendar week notice or pay in lieu of notice.

B. 1.00 Full Time Equivalency is equal to 7.5 hours per day for 193 days per year.

Grievance Procedure

A. Definition of Grievance: This grievance procedure shall apply only to employee grievances relating to the terms and conditions of employment under and covered by this negotiated agreement.

B. Grievance Process: The Board and the Nurses both agree that it is usually most desirable for an employee and the immediate supervisor to resolve problems through free and informal communications. When requested by the nurse, a representative of the nurses may assist in this resolution at all levels. However, when the grievance remains unresolved, then the following process shall be followed:

a. The employee shall present the grievance in writing to their immediate supervisor. The immediate supervisor shall review the grievance with the employee within three (3) business days.

b. If not resolved, the employee may appeal the decision to the Superintendent. The Superintendent shall arrange for a meeting with the employee within five (5) business days of receipt of the complaint. The Superintendent shall have four (4) days from the date of the meeting to provide a written decision to the employee.

c. If the grievance is not resolved at that level, the employee may appeal the grievance in writing to the Board President. The Board President shall schedule a hearing on the grievance before the Board of Education no later than thirty (30) days from the request. The Board will have five days from the date of the hearing to notify, in writing, the grievant of the Board's decision.

Appendix A

NORFOLK PUBLIC SCHOOLS
School Nurses
2026/2027 Year

		Base Salary:				
		\$ 41,840.00				
Step	RN	RN+9	RN+18	RN+27	BSN	MSN
		College Hrs or 135 CEUs	College Hrs or 270 CEUs	College Hrs or 405 CEUs		
1	1	1.045	1.09	1.135	1.18	1.225
	41,840	43,723	45,606	47,488	49,371	51,254
2	1.045	1.09	1.135	1.18	1.225	1.27
	43,723	45,606	47,488	49,371	51,254	53,137
3	1.09	1.135	1.18	1.225	1.27	1.315
	45,606	47,488	49,371	51,254	53,137	55,020
4	1.135	1.18	1.225	1.27	1.315	1.36
	47,488	49,371	51,254	53,137	55,020	56,902
5	1.18	1.225	1.27	1.315	1.36	1.405
	49,371	51,254	53,137	55,020	56,902	58,785
6	1.225	1.27	1.315	1.36	1.405	1.45
	51,254	53,137	55,020	56,902	58,785	60,668
7	1.27	1.315	1.36	1.405	1.45	1.495
	53,137	55,020	56,902	58,785	60,668	62,551
8	1.315	1.36	1.405	1.45	1.495	1.54
	55,020	56,902	58,785	60,668	62,551	64,434
9	1.36	1.405	1.45	1.495	1.54	1.585
	56,902	58,785	60,668	62,551	64,434	66,316
10	1.405	1.45	1.495	1.54	1.585	1.63
	58,785	60,668	62,551	64,434	66,316	68,199