

DAEOP MEDICAL STIPEND

History: On October 1, 2002, the District, in conjunction with the Denver Association of Educational Office Professionals (DAEOP), agreed to implement a program to award stipends to employees in positions which required administration of health care. The initial guidelines outlined eligibility as only being for those DAEOP employees who completed the two day training program provided by The Department of Student Services.

In October of 2005, representatives from Human Resources, Payroll, and Nursing Services began discussions to simplify and improve the process flow.

ELIGIBILITY

- Employee is a part of the DAEOP Bargaining Group
- Employee has been delegated for nursing duties by school nurse
- Employee has been designated for nursing duties by school principal
- Delegation is not limited to schools without a full-time nurse.
- Employee has completed training to perform delegated nursing tasks for school. Training has been validated by School Nurse.
- The stipend is attached to the position, not to the employee. Once an employee leaves the position, either by job change, location change, or discontinuance of delegation as determined by school nurse or school principal, the stipend will cease.

GENERAL PROCEDURES

Principals are responsible to ensure that employees who are not eligible, as outlined above, are not performing nursing tasks at their school.

Employees receiving the stipend will have a competency check performed by the school nurse on an annual basis. Employees must meet the expectations of the competency check, or the stipend will be stopped.

Employees who are receiving the stipend must attend an annual refresher class, in order to continue receiving the stipend. This refresher class may be taken by the Department of Student Services or administered directly with the school nurse.

Certification dates will be recorded and tracked by Nursing Services.

Stipends will be paid on a monthly basis. Stipends will begin based on the effective date of delegation and end as of August 31st of that school year.

TO INITIATE AND/OR STOP PAYMENT OF STIPENDS

School Nurses are responsible for submitting to Payroll & Business Services "Requests for Nursing Delegation" forms each school year. For payments at the end of the month, forms must be received into Payroll & Business Services by the 10th of the month.

Nursing Services will work with Payroll & Business Services to assure that school nurses are aware their responsibility for initiating this payment each school year.

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DENVER PUBLIC SCHOOLS REQUEST FOR NURSING DELGATION DAEOP BARGAINING UNIT MEMBERS

Request that the position filled by the individual named below be provided a medical designation for the purpose of the award of a stipend under the terms of the Agreement between Denver Public Schools and the Denver Association of Educational Office Professionals (DAEOP).

Name _____ Date _____

School _____

Designated Position _____

School Nurse Statement: The employee has completed training to perform delegated nursing tasks for students at _____ School.

School Nurse Approval _____ Date _____

Principal Approval _____ Date _____

Forward signed form to The Department of Payroll & Business, Room 406, Administration Building.

REQUEST TO STOP NURSING DELGATION

Delegation Discontinued as of _____
(Effective Date to stop stipend)

School Nurse Approval _____ Date _____

Principal Approval _____ Date _____

Date Payroll Entered: _____	Initials: _____
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