

NZSN School Nursing Salary Scale

Draft 4, May 2024

Preface:

This draft has been created through the work of several hard-working school nurses and their allies, committed to improving the working conditions for school nurses across Aotearoa. We would like to acknowledge and thank the members of the New Zealand School Nurses Pay Equity Working Group who have given countless hours of voluntary time to this mahi for more than 18 months. We would also like to acknowledge the support and input of NZNO in preparing this founding document.

Purpose:

This salary scale has been requested of NZSN by many school principals and senior leadership teams who have asked for guidance and clarification of appropriate rates for pay for their school nurse. Creating this document allows for all nurses and schools to offer equitable, fair and reasonable pay that reflects the hard work of school nurses, the responsibility they hold as isolated practitioners without back up medical teams as other nursing positions offer, and the high volumes of patients they see. Therefore, the purpose of this document is to provide a salary scale as a reference tool for employers of school nurses, and for school nurses as motivation to progress their nursing careers.

Advice for Schools:

Most nurses working in School Nursing positions are Registered Nurses, but there are also Enrolled Nurses, Nurse Practitioners and New Graduate Nurses working as School Nurses too. Schools should only hire employees into a School Nurse position who hold an Annual Practicing Certificate with the New Zealand Nursing Council. You can search the NZ Nursing Council Register [here](#). If the prospective employee does not hold a current Practicing Certificate with the New Zealand Nursing Council, NZSN would suggest an alternative job title, such as 'First aider, Administrator, support worker' etc for such employees. Nurses come into School Nursing with a variety of nursing skills and experience. It is important to consider the skills and experience to determine the appropriate level of remuneration.

Example 1: A Registered Nurse entering a school nursing role for the first time with five years of in-patient experience (working at a hospital), would likely enter Salary Scale (1) at an entry level of step 5, with consideration of skills and experience. A Registered Nurse with 5 years nursing experience, and relevant life experience in a role for 20+ years might enter at Salary Scale 7 or 8 as determined by the employer.

Example 2: A Registered Nurse with 20+ years' experience in a range of roles, and with a current expert portfolio would likely enter Salary Scale (1) at either step 7 or step 8 as determined through negotiation with the employee on their commencement of the new position.

Example 3: An Enrolled Nurse with 10 years' experience, including previous School Nursing experience at a prior school would likely enter Salary scale (2) at either step 4 or step 5 as determined through negotiation with the employee on their commencement of the new position.

The Salary Scale:

(1) Registered Nurses

Registered Nurse Scale	Hourly Rate
Step 8	\$51.32
Step 7	
Step 6	\$49.88
Step 5 (entry rate to SN with 5+ years of nursing experience)	\$48.48
Step 4	\$43.84
Step 3	\$41.59
Step 2	\$39.27
Step 1 (New Graduate) *	\$36.43

Progression: By Annual Increment at anniversary date steps 1-5 inclusive

(2) Enrolled Nurses

Enrolled Nurse Scale	Hourly Rate
Step 5	\$40.07
Step 4	\$38.88
Step 3	\$37.68
Step 2	\$35.09
Step 1	\$33.62

Progression: By Annual Increment at anniversary date steps 1-5 inclusive

(3) Senior Designated Nurses

Senior Designated Nurses Scale	Hourly Rate
Grade 1	\$54.82
	\$58.39
Grade 2	\$55.79
	\$57.73
	\$61.38
Grade 3	\$58.69
	\$60.64
	\$64.37
Grade 4	\$60.64

	\$62.57
	\$66.37
Grade 5	\$62.57
	\$64.51
	\$67.67
Grade 6	\$65.78
	\$69.20
	\$72.63
	\$78.27

Progression: Movement through the steps in the senior designated nurse grade shall, subject to satisfactory performance, be on the anniversary date of appointment to the designated senior position. Movement between Designated Senior Grades shall be on the basis of appointment to a higher graded position.

(4) Nurse Practitioners

Nurse Practitioners Scale	Hourly Rate
Grade 6	\$65.78
	\$69.20
	\$72.63
	\$78.27

Operation of Salary Scales

- (a) The salary scales above shall be applied to nurses employed to work within schools in New Zealand.
- (b) On appointment, the employer shall place their employee on any step of the relevant scale taking into account the following:
 - a. Previous nursing experience or other relevant work and life experience – the employer may choose to credit this service;
 - b. The degree of difficulty in recruiting for specific skills and/or experience required for the position
 - c. For new appointees to designated senior nurse positions, placement on the scale will be based on job size, job content, responsibility, experience, and qualifications.
 - d. A newly qualified registered nurse previously employed on the enrolled nurse scale shall be appointed to a salary step no lower than their enrolled nurse salary of the registered nurse scale when they qualify as a registered nurse.
 - e. Movement through the salary scales shall be by automatic annual increment, except for Senior Designated Nurses whose advancement through the steps in their salary grade shall be annual, subject to satisfactory performance which will be assumed to be the case unless the employee is otherwise advised.
 - f. Employees on fulltime study leave or parental leave, with or without pay, shall continue to receive annual increments to which they would otherwise be entitled.

- g. Overtime shall be payable to School nurses only in the following circumstances;
 - i. Where the appropriate manager is satisfied that the additional time worked is necessary because of an emergency or other special circumstances and
 - ii. Where the salary does not already incorporate a payment for overtime/penal hours.
- h. Permanent, Fixed Term and Casual School Nurse Employees are covered by this Salary Scale.
- i. Permanent, Fixed Term and Casual School Nurse Employees shall have access to the provision of PDRP/Merit allowances

Hours of work:

The ordinary hours of work shall not exceed eight (8) hours per day to be worked on any day of the week between 7.00 am and 5.00 pm nor more than 40 hours per week. Except when required for urgent or emergency work, no employee shall be required to work for more than five hours continuously without being entitled to a meal break of not less than half an hour.

Rest and meal breaks

Work period 2-4 hours: 10-minute paid rest break

Work period 4-6 hours: 10-minute paid rest break and 30-minute meal break

Work period 6-8 hours: 2 x 10-minute paid rest breaks and 30-minute meal break

Work period over 8 hours:

During first 8 hours: 2 x 10-minute paid rest breaks and 30-minute meal break

During work period beyond 8 hours: same entitlements as 2-4 hrs, 4-6 hrs, 6-8 hrs periods above

The Employer will act in good faith to agree with employees when meal breaks can be taken that meet the needs of the employee as well as business continuity and legislative requirements. Rest periods shall not interfere with service to patients. If a School Nurse is required during their lunch break then the lunch break shall be paid as a work period.

Refund of annual practising certificate

All Nurses employed as School Nurses are required to hold an Annual Practising Certificate as part of their role. The employer will reimburse the employee for the cost of renewing their APC upon presentation of confirmation that their new certificate has been approved. Employers will not be reimbursed for their APC if they present after the expiration of their APC unless the delay is due to Nursing Council. Part time employees who are also engaged by another employer will be reimbursed on a pro rata basis. Casual employees are expected to meet the cost of their APC themselves.

Public Holidays

Employees are entitled to 12 public holidays a year in addition to annual leave. These days are specified in the Holidays Act 2003. Where the Public Holiday falls on a day that would normally be a working day for an employee, the employee shall be entitled to be paid for that Public Holiday.

Teacher Only Days

Nurses are expected to work and be paid for that work on Teacher Only days, regardless of whether students are onsite or not. If a nurse desires to take the day off, this can be negotiated with the school.

New Graduate Nurses

NZSN supports the concept of New Graduate Nurses working in schools when the following conditions are met:

- They are working directly with a Senior Registered Nurse in the same school who will be on shift for all the hours that a New Graduate Nurse is employed to work
- That the Senior Nurse is willing to preceptor the New Graduate Nurse
- That the Senior Registered Nurse and the New Graduate nurse both access monthly clinical supervision
- That direct support is available to the New Graduate Nurse from a School Based Health Service Nurse Educator
- That the New Graduate Nurse has a New Graduate support plan in place which includes completion of professional development required by the NZ Nursing Council
- That the New Graduate Nurse has access to a PDRP (Professional Development Recognition programme)

Enrolled Nurses

NZSN supports the concept of Enrolled Nurses working in schools when the following conditions are met:

- Enrolled Nurses are working with the support of another Registered or Enrolled nurse
- That direct support is available to an Enrolled Nurse from a School Based Health Service Nurse Educator
- That the Enrolled Nurse can access monthly clinical supervision
- The Enrolled Nurse has access to a PDRP (Professional Development Recognition programme)

Registered Nurses

NZSN supports the concept of Registered Nurses working in schools when the following conditions are met:

- The Registered Nurse has access to monthly clinical supervision
- The Registered Nurse has access to a PDRP (Professional Development Recognition programme)

Senior Designated Nurse Grades

NZSN recommend the following grades for the following positions:

Grade 1	Nurse Lead Position
Grade 2	SN Nurse Specialist
Grade 3	SBHS Nurse Educator
Grade 4	SBHS Programme Manager
Grade 6	Nurse Practitioner

Merit Allowances

- a. A merit allowance of an additional \$2000 per annum shall be payable to any nurse employed to work within a school who holds a Community Prescriber Qualification.
- b. A merit allowance of an additional \$2000 per annum shall be payable to any nurse employed to work within a school who holds a designated prescriber qualification.
- c. A merit allowance of \$2000 per annum shall be payable to any nurse employed to work within a school who holds a post graduate certificate or diploma in Youth Health.
- d. Merit allowances are not subject to pro rata; the full amount is to be paid to the nurse irrespective of FTE.
- e. Merit allowances cannot be paid as a lump sum but must be added to the nurses overall annual salary as a calculation.

Professional Development

A nurse employed to work within a school shall be entitled a minimum of 40 hours of paid professional development per annum. These hours are not pro rata; they are irrespective of FTE of the employee. The employer and employee will negotiate on when these hours can be taken that ensure minimum service disruption while meeting the Nursing Councils obligation of Professional Development hours.