

## ELEMENTARY CLASS OVERLOAD FORM

Please read the following information from the SKEA negotiated agreement. Please complete the information on the other side of this page by calendar month and submit to HR by the 1<sup>st</sup> of each month.

**Please retain a copy of this form for your records.**

The District may assign students to classes up to the following overload triggers:

K-3 regular/specialist classroom	1:24	1-3 combination classroom	1:23
4 <sup>th</sup> regular/specialist classroom	1:28	3-4 combination classroom	1:26
5 <sup>th</sup> regular/specialist classroom	1:30	4-5 combination classroom	1:29

**Note:** Each special education student included in a general education class shall be counted in each classroom overload trigger.

Section 6.3.1.1 Elementary Reached Overload Triggers When a class size in grades K-5 has reached its overload trigger and maintained that level for eight (8) continuous school days, the teacher shall receive a stipend equal to seven dollars (\$7.00) per day. Payment shall continue as long as the class is at the overload trigger.

Section 6.3.1.2 Elementary Exceeded Overload Triggers When a class size in grades K-5 has exceeded its overload trigger and maintains that level for eight (8) continuous school days, the teacher shall receive fourteen dollars (\$14.00) per day, per student over the overload trigger, with payment retroactive to the first day the overload trigger was exceeded. When the overload trigger is exceeded, a meeting between the teacher, the principal, and a District representative will take place within eight (8) workdays of the first day the size exceeded the ratio. The purpose of the meeting is to select appropriate alternative(s) to remedy the situation. Options, listed in alphabetical and not priority order, include, but are not limited to: continuing the fourteen dollar (\$14.00) payment stipend to the teacher, hiring a new teacher, providing paraeducator time, transferring students between teachers and buildings, or transferring a teacher(s). The affected teacher(s), principal, and District representative must mutually agree to paraeducator time or the payment of a stipend to remedy the situation. Utilization of the options of paraeducators or payment of stipends will be considered by the District to be a short-term solution. The District shall make a reasonable attempt to remedy the classroom overload situation prior to utilizing the teacher paraeducator time or payment of stipends options.

**PLEASE COMPLETE THE FORM ON THE REVERSE SIDE.**

**ELEMENTARY CLASS OVERLOAD FORM**

Please read the information from the SKEA negotiated agreement on the other side of this form. Please complete the information below by calendar month and submit to HR by the 1<sup>st</sup> of each month.

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Teacher Name: \_\_\_\_\_

Building: \_\_\_\_\_

FTE \_\_\_\_\_ Grade(s) Taught: \_\_\_\_\_

Account Code: \_\_\_\_\_

Date	At Overload Trigger Check ( ✓ )	Number of Students Over Overload Trigger
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

Date (Cont.)	At Overload Trigger Check ( ✓ ) (Cont.)	Number of Students Over Overload Trigger (Cont.)
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Approval \_\_\_\_\_ Date \_\_\_\_\_

Building Approval \_\_\_\_\_ Date \_\_\_\_\_

Budget Administrator \_\_\_\_\_ Date \_\_\_\_\_

Insert # of **consecutive carry-over** days from previous month (**less than 8**) at overload trigger \_\_\_\_\_ X \$7= \_\_\_\_\_

Insert # of **consecutive carry-over** days from previous month (**less than 8**) at overload \_\_\_\_\_ X  
# of students over \_\_\_\_\_ X \$14 = \_\_\_\_\_

**THIS SECTION FOR PAYROLL USE ONLY:**

Insert # of current **consecutive** days at overload trigger \_\_\_\_\_ X \$7 = \_\_\_\_\_

Insert # of current **consecutive** days at overload \_\_\_\_\_ X # of students over \_\_\_\_\_ X \$14 = \_\_\_\_\_

Insert # of current **consecutive** days at overload \_\_\_\_\_ X # of students over \_\_\_\_\_ X \$14 = \_\_\_\_\_

Insert # of current **consecutive** days at overload \_\_\_\_\_ X # of students over \_\_\_\_\_ X \$14 = \_\_\_\_\_

Insert # of current **consecutive** days at overload \_\_\_\_\_ X # of students over \_\_\_\_\_ X \$14 = \_\_\_\_\_

**Grand total** \_\_\_\_\_ = \_\_\_\_\_