



OVERAGE NOTIFICATION FORM REQUEST FOR COMPENSATION

Employee Name: _____ Term: _____

Job Title: _____ Building: _____

BEA RELIEF REASON: **Extra Assignment**

Start Date: _____ End Date: _____

Class Size Maximum

of Students: _____ Class/Hour: _____

of Students: _____ Class/Hour: _____

of Students: _____ Class/Hour: _____

Special Education Maximum

AUENS Level: _____ Class/Hour: _____

AUENS Level: _____ Class/Hour: _____

AUENS Level: _____ Class/Hour: _____

Other relief explored before compensation request: (Please explain.)

Documentation attached (Example: Class Schedule from PowerSchool)

This form, with appropriate documentation, **must** be submitted to Human Resources for approval as soon as possible after overage is identified for compensation per the BEA Contract ARTICLE VII or XVIII. If you have any questions, please contact the Human Resources Department (248) 203-3033.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

HR Administrator Signature: _____ Date: _____

HR Use Only:

Approved:

Denied:



Article VII, "Teaching Conditions and Class Size", Section A, Part 4

Relief as referred to above may constitute:

- a) Adjust assignments;
- b) Balance sections;
- c) Create multiage sections;
- d) Employ an aide;
- e) Hire another teacher;
- f) The teacher will receive compensation at two times the contractual daily curriculum rate per pupil per trimester/semester;
- g) Other solutions as may be acceptable to the teacher and supervisor with notice to the Association prior to the implementation of the solution.

Creating sections or hiring new teacher aides shall not occur on or after April 1 in a school year. If Section A.4 must be implemented, and the Board cannot adjust assignments or balance the section, the Association may request to confer with the Board as to the appropriate relief that might be provided.

Article XVIII, "Compensation and Insurance Programs", Section C-Special Compensation Provisions

1. A secondary teacher will be compensated at twenty-five percent (25%) of the Appendix A Step 1 rate of his/her salary level placement per period for each full class assignment s/he is given (regularly or permanently) in excess of five (5) class periods and/or five (5) class assignments for middle school and four (4) class periods and/or four (4) class assignments for high school.