

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 Use Only: **Approved** _____ **Denied** _____

Year	Schedule	Step	Level	Salary

Total: _____

HR Administrator Signature: _____ Date: _____

For Finance:

A stipend will need to be entered into Business Plus under the Miscellaneous Payroll Tab, CDH 1830.

Amount per pay _____ Number of Pays _____ Dates (_____ to _____)

March 27, 2023



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;

Compensation: The teacher will receive compensation at two times the contractual daily curriculum rate per pupil per trimester/semester. The daily curriculum rate is calculated based on a 7-1/2 workday at all levels though teachers may report for longer or fewer hours as bargained or assigned. The rate for a teacher over the class size limit for the entire day would be \$28/hour x 7-1/2 hours x 2 or \$420 per student. If the class size overage occurs for 75% or greater for the trimester/semester, the rate for a teacher would be \$28/hour x 7-1/2 x 2 or \$420 per student. If the class size overage occurs for less than 75% of the entire trimester/semester or does not occur on a daily basis, then the rate shall be prorated as \$5.50 per student/day. For example, a teacher who has three students over the contractual limit for 10 days shall receive \$5.50 x 3 x 10 or \$165.

- 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.

LETTER OF UNDERSTANDING
between the
BIRMINGHAM PUBLIC SCHOOLS
and
BIRMINGHAM EDUCATION ASSOCIATION

Regarding: Additional Assignment Pay

For the 2022-23 school year only, BPS and the BEA agree to amend Article XVI ARTICLE XVI - COMPENSATION PROGRAMS Special Compensation Provisions as follows:

1. Additional Assignment Pay

A secondary teacher will be compensated at twenty-five percent (25%) of their current step and lane 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. The additional pay will be prorated based on the number of days per semester/trimester that the additional class is taught.

2. Elementary Unified Arts (UA) Teacher Additional Pay

An elementary UA teacher will be compensated at twenty-five percent (25%) of their current step and lane placement per period for each full class assignment s/he is given (regularly or permanently) in excess of twenty-four (24) class periods and/or twenty-four (24) class assignments. The compensation will further be calculated by the number of days per week the UA teacher teaches the additional period or class. For example, a teacher who teaches a twenty-five (25) period UA assignment will multiply their current step and lane placement salary level by 25% and then further multiply by 20% to calculate the final compensation