Student Support Services Caseload Overload Procedure and Processing (SLP/OT/PT)

Per Article IV, Section 26 of the CEA Collective Bargaining Agreement:

> Documentation of overload will be submitted to SSS along with the certificated staff member's student verification for count day utilizing the district overload form with count day roster as documentation. Any IEP showing as an exception is not eligible for overload.

Procedure:

Per the above contract language "Documentation" is defined as:

- Count Day Roster
- Overload Form

1. Submit the following documentation to the SSS Program Specialist (Kim Brown) ***on count day*** *each month*, which is the first school day of the month (except September). Documentation is:
    - Count Day Roster
        - *Must be printed on count day*
    - Overload Form
        - *Must be submitted with roster on count day*
        - *Must be signed and dated by employee*

Note: Overload must be claimed each month; submitting several months of forms at a time is not permitted.

Review/Verification/Processing:

1. SSS Director will verify student count using IEP Online and Qmlativ (Skyward)
    - Only students meeting ALL of the following criteria on count day may be included in monthly caseload counts:
        - Currently enrolled
        - Currently eligible
        - Current and valid IEP
    - SSS Director will adjust overload count as necessary to align with the above criteria
    - SSS Director will notify employee if a count adjustment is made
    - SSS Director will forward documentation to HR for further review
2. HR conducts an additional review and submits to payroll
3. Payroll
    - Verifies Overload Form is signed and dated
    - Verifies Count Day Roster is printed on count day
    - Payment is processed