



Documenting Overload for Teaching Load, Caseload, or Number of Unique Preparations

Article 8 in the 2016-2019 PAT Agreement includes new language that:

- defines “thresholds” for teaching loads and caseloads and requires overload pay for educators who exceed the thresholds, and
- requires overload pay for departmentalized 6-8, middle school, and high school full-time educators with more than 3 unique course preparations. (Article 8 of the 2016-19 agreement).

While the District will have a method for documenting who is due overload pay, we want to generate our own list to make sure educators entitled to overload pay will receive it.

The purpose of the contract language was to hold the District accountable for reducing our workload. For many educators that did not happen this year and things may have gotten worse. Holding the District accountable to paying overload pay this year is crucial towards holding them accountable to real workload reductions in the future.

How to Document Overloads in Your Building

- 1. Use the “October Overload Documentation” electronic form to document each member in your building who believes they are due overload pay.**
 - Use your 1:10 organizing structure to help members fill out the form.
 - Reps should submit a separate form for each member who believes they are due workload overload pay, based on their workload on October 15, 2018.
 - This form can be completed any time before October 15 if the member has been informed by the administrator that no more FTE will be coming, and no students will be moved.
- 2. On October 15th, any educator who believes they are due overload pay should gather proof of their class sizes/ caseloads, and /or their number of unique preps,** by printing or taking a screen-shot of this information from Synergy. (For example, print the class lists for each class, or the schedule which shows the courses assigned). Each member should keep this evidence to be available as proof if it becomes necessary to make a case on behalf of the member.
- 3. Anyone who needs additional assistance filling out the October Overload Documentation form may come to the PAT office on October 4th or October 8th, between 3:30 and 6:00 p.m., for assistance.**



Q & A: Filling out the October Overload Documentation Form

Q: What is a “Performance Class”? (applies to middle school and high school)

A: PE, Dance, Choir, Band, and Drama are all performance classes. Performance classes are distinguished as in the nature of a “performance” or “production”. Classes that primarily involve direct instruction, including visual arts, are NOT considered performance classes. The concept of “Performance Class” has been well-defined at the high school level, and the same concept will now generally carry to middle school. (Contract Appendix M, M.5.3.3)

Q: What is a “Unique Preparation”? (applies to middle school and high school)

A: For middle school, high school, and departmentalized 6-8 teachers, a “unique preparation” is a course that requires planning and assessment, and typically has a unique course number. For example, Spanish 3-4 and Spanish 5-6 are unique preps. AP and IB courses are considered a unique prep in relation to similar non-AP and non-IB courses (for example, if someone teaches AP US History and US History, that counts as two unique preps). (Article 8.4).

Q: What about part-time educators?

A: Workload of part-time educators should be proportional to full-time educators.

Q: What if the educator is unsure of whether they should be getting overload pay?

A: Have the fill out the form as accurately as possible. List the questions/concerns in the “comment” part of the form. PAT needs to be made aware of all possible situations that could lead to overload pay.