

How To Apply for Overload Money

If your classes are overloaded, you can claim overload money which will be added to your paycheck. This document will explain how to claim this money, and the Overload Request Forms are linked near the bottom. It pays to claim your overload promptly, literally. The overload fund is a finite amount of money, and will run out before the end of the year. Once it is exhausted, there's no going back.

We have TWO pots of overload money; one for General Education and one for Student and Support Services. You must do the following to submit for overload:

1. Each semester, or each time your roster changes, you must submit an [Overload Request Form](#) along with an attached roster to your supervisor. This form will not get you paid, but shows you are in overload status.
2. After submitting the [Overload Request Form](#), timesheet your overload for the month *after it has occurred*. Turn it into your supervisor for signature and they will send to payroll.
3. Overload can be requested after the second week of school. If you are in overload after that time and have been since the first day of school, you will be retroactively paid for that overload. If you were in overload during the first two weeks of school, but not after, you are not paid for overload during that time.

*If you have students from a special program push into your classroom and it puts you into overload, you should write those student names on the roster attached to the Overload Request Form, then timesheet the hours those students are with you.

**Don't worry* if you aren't exactly sure how to fill this out. Your building reps can help you, and Payroll will help you.

*Forget to submit your timesheet for overload? Don't worry, you can still turn it in after the 5th day of the following month, it just won't be on that month's paycheck. It may result in no pay if we are nearing the end of the Overload Fund--so better to try to get them in each month. Don't save them up!

**Special Note: The District has changed their policy and said that any timesheets turned in 60 days after the event will not be paid out. MVEA is disputing this and believes it violates the Fair Labor Standards Act. Stay tuned.

Threshold Numbers (you should submit a timesheet for overload when your class list is at the following numbers:

Special Services overload threshold numbers are as follows:

SLC/ILC/Quest/Secondary Behavior: 8 (double overload 9)

Elementary RR: 20 (double 22) OR 10 in single period (double 11)

Secondary RR: 20 (double 22) OR 14 in a single period (double 15)

School Psychologist: 750 students (double 825) or 7 complete evaluations (double 8)

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OT/PT/SLP: 45, reduced to 40 for ILC/SLC OR multilingual services in dual language (double at 49 OR 44)

Counselor: 350 (double 385)

Social Worker: 750 (double 825)

Nurse: 1000 (double 1100)

*Itinerant staff with the exception of PT/Psychologist lower threshold by 4 for each building *above 2*)

General Education overload threshold numbers are as follows:

TK: 16 students

K-3: 23 students

4/5 25 students

6-8: 30 students

9-12: 33 students

The overload compensation doubles if your class is 3+ students over the target.

9-12 Physical Education: 36 students (no double trigger)

EL Specialist: 100 students served, double trigger at 130

Overload Pay:

K-5 overload is \$30 per day

K-5 Specialist overload is \$10 per class

6-8 overload is \$13 per period

9-12 overload is \$14 per period

Special Support Services receive \$30 per day

You cannot submit overload timesheets until after the overloaded days have occurred. For each overloaded month, you'll want to get your timesheets in within the first 5 days of the following month to be sure that you are paid on your next stub. You should not submit for days you are not present with students.

Please let me know if you have questions or need assistance in filling out your form. If it's not quite right, payroll will give you a call!

[Overload Request Form](#)

*Additional time sheets from your building's secretary