

Article XIII – Class Size, Section 3
Caseload and Class Size Overage Process – (First 20 days of instruction)

1. The unit member shall notify the principal and the Association through District email of any class size and/or caseload overages that occur within the first 20 days (August 12, 2020 through September 9, 2020).

IMPORTANT: Only students that ACTUALLY show up in class should be counted. If students have not shown up in the class, they should not be counted. If a student shows up one day, is gone the next, and remains on the roster, they should still be counted. If they no longer show up in class and are no longer on the class roster, they should NO LONGER be counted.

2. Within the first twenty (20) days of school days (**August 12, 2020 through September 9, 2020**) the District shall work to balance all class size and/or caseload overages. If the overages are corrected within the first 20 days, there will be no overage payment.
3. After the first twenty (20) student days, if the District has not balanced the class size and/or caseload limits, the unit member may file a grievance. That grievance must be filed within ten (10) workdays in order to be paid for each day of overage.
 - This would mean the grievance must be filed between September 10, 2020 and September 23, 2020. The grievance is to be filed as a Level III grievance. In addition, the Class Size Overage/One-Sixth form must also be completed **at the school site** and be submitted with accompanying documentation.
4. The unit member who is still over contractual limits on day twenty-one (21) (**September 10, 2020**) shall be paid from the date of the original overage until resolved as long as a grievance has been filed within timelines.
5. The only exception to this process shall be resource specialist caseloads that, by law shall not exceed 28 students.
6. Overages that begin after the first 20 days of school shall follow the normal grievance process.
7. Alternative Education Sites – refer to Article XIII – Class Size, Section 2(b).

Use the link below for reporting your classroom overages and follow the instructions carefully.

- Click on the link and fill out the form
- All teachers will need to fill out the top portion
- Based upon your grade level (Elementary vs. Secondary) you will fill out the appropriate sections
- **SECONDARY TEACHERS** will need to fill out the form for EACH PERIOD you are over, as well as if you are over in TOTAL NUMBERS. If your numbers change...you get more students or drop students, please make sure to submit the form again for that day.

MVEA OVERAGE FORM FOR THE 2020-2021 SCHOOL YEAR:

<https://forms.gle/xmsKNYGMraDz57Vc6>