



Haslett Public Schools

TEACHER OVERLOAD VERIFICATION FORM

Teacher Name: _____

Building: _____

Article 8, Cf (HEA Master Agreement)

Overloads for K-12 staff shall be paid at the end of each semester for each day or hour the overload has occurred.

Teachers shall be paid 1.35% per year of the MA 12 scale for each student per hour per day.

Teachers absent for a period of ten (10) consecutive working days or longer shall not be paid overload for that period of time. Student absences shall not affect remuneration.

Overloads shall not be paid for the first ten (10) school days of each semester at the secondary level, unless the overload exists for the entire ten (10) day period and continues. If the overload exists for the entire ten (10) day period, a secondary teacher will be paid retroactively to the first scheduled day of each semester.

Number of Overload Student Days		
Dates of Overload	Elementary (over 30 students)	Secondary (over 30 students average/class)

**Attach documentation from Skyward or attendance records.*

**Submit completed form to Business Office.*

Teacher Signature: _____

Date: _____

Principal Signature: _____

Date: _____