# REQUEST FOR CLASS LOAD COMPENSATION

In accordance with the Niles Education Association (NEA) Master Contract, Article 6, Section 6.11: "The work day of the secondary employee shall consist of not more than six (6) assigned duty periods. Such assignment shall be exclusive of the homeroom period, one (1) preparation period, and on (1) lunch period. Teachers who carry six periods in any year will be paid 2.5% of the base per diem rate, to be paid in increments of 1.25% per semester. Upon agreement with the teacher, the building administrator shall be required to provide schedule documentation to the Superintendent."

Please fill out the form below, listing in detail, this year's schedule, including all periods (planning periods, study halls, etc.), and return the form to the Principal's Office for verification. The Principal will then forward this request to the Superintendent's Office for final approval.

Teacher's Name: _____ Date: _____

**Semester (Circle one):** **First Semester** **Second Semester**

| **SCHEDULE FOR THE _____ SCHOOL YEAR** |
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_____ _____

Principal's Signature for Verification Date

_____ _____

Superintendent's Signature for Approval Date