



CLAIMS FOR COMPENSATION

1. You are entitled to make claims for compensation for oversized classes. The payments for the first, second and third terms are due by the end of January, April and July respectively. If you believe you were incorrectly compensated, you should submit your claims to us by the end of February, May and August, respectively. We can then include your name in the grievance we file collectively for each term.
2. Concerning integrated coded students, you may make a claim for the weighting of a coded student in the following situations:

Re	Codes	Circumstance
Learning Disabilities	LD, MI	Claimable if no (or demonstrably inadequate) support services given to the student or teacher.
Social Maladjustments (behavioural problems)	BD, 14	Always claimable, even if support provided.
Handicaps	23, 24, 33, 34, 36, 42, 44, 50, 53, 99	Claimable if no (or demonstrably inadequate) support given to the teacher. (Usually involves the absence or inadequacy of childcare worker-time assigned for that child.)

3. Download and complete the appropriate *Claim for Compensation* form for each situation. The form includes a drop-down box named “Grade” (pre-school elementary) or “Course Identity” (secondary and voc. ed.). You **will** have to enable the macros, if prompted to do so.
- N.B. 1 You must fill out a separate form for each class for each period of time that that class has had a change in enrolment, if such is the case.
- N.B. 2 When you fill out the form, include all the coded students in the class, even the ones for whom you might have already received compensation, since they affect the final calculation. (The amounts you have already received will be deducted later.)
4. The program will tell you if you are owed compensation beside the box named “Compensation Due”.
 5. If the School Board has not been compensating you for oversized classes as you feel they should have, send us the completed forms for those situations:
 - a) by e-mail at mta@mta-aeem.com; or
 - b) by fax at 514-487-1678; or
 - c) by hard copy via EMSB internal mail or to our address: 4260, Girouard Ave., #200, Montréal, QC, H4A 3C9.
 6. **Keep records to justify your claim(s).** Especially:
 - a) class list(s);
 - b) evidence of extra planning and work necessitated by the integration of a coded student who has not been weighted; and
 - c) any evidence you may have bearing on the absence or inadequacy of support.