

Secretary Workload Dispute Form Guide

- Please read the form carefully.
- Workload Dispute Forms may be duplicated as necessary.
- Fill in your name, file # and the school and district where the complaint occurs. If you work in more than one site, use one form for each site where there is a workload complaint.
- Please be specific regarding the nature of your complaint and the remedy sought.
- Indicate the appropriate date(s) and status of your complaint at each step of your complaint on the lower part of the form.

For example: Indicate the date you submit the Workload Dispute Form to your Principal on the form:

“To Principal _____.”
(date)

- This form will follow your complaint through the various steps of the process.
- You must give a copy of this form to both your School Chapter Leader and your Functional Chapter Leader. Keep a copy for your records.
- If you need assistance completing the Workload Dispute Form consult with your Functional Chapter Leader, Jackie Ervolina, (718) 722-6937.

Remember to fax a copy of the Dispute Form to Jackie Ervolina at (718) 852-9891.

Secretary Workload Dispute Form

Name: _____

File #

School: _____

District:

I request a conference with you to discuss the following complaint.

Nature of complaint:

Remedy sought:

_____, Chapter Leader will accompany me to this conference.

Signature

Secretary Workload Dispute Form

To Principal _____
(date)

Principal Determination _____
(date)

Resolved Not resolved

To Supt. _____
(date)

Supt.'s determination _____ attached
(Date)

Resolved Not resolved

To Chancellor – appeal attached _____
(date)

Chancellor's determination attached _____
(date)

Resolved Not resolved