

School Psychologist/Social Worker 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 or region 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 Administrator on the form:

“To Administrator _____.”
(date)

- This form will follow your complaint through the various steps of the process.
- Give this form to the administrator who issued the workload directive.
- You must give a copy of this form to both your School Chapter Leader and your Functional Chapter Leader and update them at each step of the process. Keep a copy for your records.
- CSE Staff must give a copy of this form to both your Functional Borough Leader and Functional Chapter Leader.
- If you need assistance completing the Workload Dispute Form consult with your Functional Chapter Leader Ann Englesbe at (212) 598-7724.

Remember to fax a copy of the Dispute Form to Ann Englesbe at (212) 510-6341.

Functional Borough Leaders

Manhattan Rick Eisman Fax #: (212) 772-8669

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