

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 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. If school based a copy must go to the principal and clinical supervisor. If not school based the workload must be filed with your direct supervisor.
- You must give a copy of this form to your School Chapter Leader, your Functional Chapter Leader and update them at each step of the process. Keep a copy for your records.
- CSE staff shall give a copy of this form to your Functional Chapter Leader and your UFT District Representative.
- If you need assistance completing the Workload Dispute Form consult with your Functional Chapter Leader Marc Spinrad at (212) 598-7724.

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

School Psychologist/Social Worker 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 or designee will accompany me to
(name)
this conference.

Signature _____

To Administrator _____
(date)

Administrator Determination _____
(date)

Resolved Not resolved

To Superintendent _____
(date)

Superintendent's determination attached _____
(date)

Resolved Not resolved

Appeal to Chancellor attached _____
(date)

Chancellor's determination attached _____
(date)

Resolved Not resolved