

## 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, Mona Gonzalez, (718) 701-9429.

**Remember to fax a copy of the Dispute Form to Mona Gonzalez at (212) 388-9467.**



# 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