

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. Also include your discipline. If you work in more than one site, use one form for each site where there is a workload complaint.
- 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 that is the basis for your complaint.
- 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, your Functional Chapter Borough Leader (see below) and your UFT District Representative.
- 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 Chapter Borough Leaders

Manhattan	Rick Eisman	Fax # 212-772-8669
Bronx	Ann McKie	Fax # 718-794-7445
Brooklyn West	Anurag Singh	Fax # 718-221-0645
Brooklyn East	Vanessa Pressley	Fax # 718-345-6566
Queens	Lester Lehon	Fax # 718-793-3060
Staten Island	Joan Smith	Fax # 718-442-4141