
Appendix I *Special Education Workload Concern Appeal*

Workload Concern Resolution Appeal for Special Education Teachers (Article 25)

An employee who is experiencing workload concerns and has not been able to achieve a resolution through his/her immediate supervisor should complete this form and forward it to the Director of Special Education for review. In addition to review by the Director of Special Education, this form may also be forwarded for review by the immediate supervisor.

All workload concerns identified will be reviewed and feedback provided within 10 working days.

Employee's name: _____

School Site and Assignment: _____

What is the workload concern and its impact on you (i.e. assessments, reassessments, paraprofessionals, IEP management, release time, instruction, students' needs, class make-up, etc.)

Please attach any supporting data. (This section must be completed)

What are the timeframes during which workload has been a concern?

____ / ____ / ____ to ____ / ____ / ____

Have you raised this workload issue before with your immediate supervisor?

Yes No

If yes, what actions have previously been taken by you and your immediate supervisor to rectify, resolve or address the concern? How successful were the previous actions? Were you able to take release time (up to 3 days per 25.5.4)

Action Taken (see attached if necessary)	Outcome (see attached if necessary)

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Do you have any additional suggestions to resolve the workload concern?

Indicate below what you understand to be the cause/s and contributing factors of the workload concern:

(Please mark all that apply and briefly explain)

- Positions not filled
- Paraprofessional
- Increased volume of work
- Equipment/materials not available
- Change of duties, procedures or policies
- Correct procedures not followed
- Other

Please specify or explain: _____

Employee signature

Date: _____

Supervisor's signature (optional)

Date: _____

I acknowledge that reasonable attempts have been made to address this workload concern at the site level.