



**THE CITY UNIVERSITY OF NEW YORK
HEO - LABOR-MANAGEMENT COMMITTEE
WORKLOAD CONCERNS FOR HIGHER EDUCATION SERIES EMPLOYEES FORM**

WORKLOAD CONCERNS: HEO Series employees who have workload concerns should submit this form to the College Labor Designee. College Labor Designee will forward the form and any attached documents to the Chair of the Labor-Management Committee for appropriate action.

Employee Data

	College	<input type="text"/>
Name	<input type="text"/>	CUNYfirst Empl. ID # <input type="text"/>
Current Contract Title	<input type="text"/>	Department <input type="text"/>
CUNYfirst Functional Title	<input type="text"/>	Work Phone <input type="text"/>

Request for Workload Review

Documents submitted:

- Memorandum outlining workload concerns
- Job Description at time of appointment

List any other documents submitted:

Date of first appointment to a HEO Series Title

Date of appointment to current title

Date of submission

Signature _____

For College Labor Designee only

Date of submission to Labor-Management Committee

Name of College Labor Designee Signature

HEO LABOR-MANAGEMENT COMMITTEE - WORKLOAD CONCERNS

Workload Review

Date of Meeting

Recommendation made to the President/President's designee

Not recommended

Comments, if any

Name of Chair of the Labor Management Committee

Signature _____

Date

The Chair of the HEO-Labor Management Committee will provide the signed form to the College's Labor Designee and a copy of the form to the employee.