## LOCKHART INDEPENDENT SCHOOL DISTRICT COMPLAINTS/GRIEVANCE FORM – LEVEL III

(For Directions See Back)

On the date listed below, a grievance was presented and the results will become a part of campus/district annual record.

Grievances shall be presented at the appropriate level with intent that, whenever feasible, the complaint be resolved at the lowest possible administrative level. Date Submitted Name School/Campus Date of Event(s) Grievance Explanation: (Please be as specific as possible with facts that support the complaint – attach documentation from Level I and Level II conference.) (use reverse side if necessary) Person(s) Against Whom Complaint Is Filed: Brief explanation of the outcome of Level I and Level II Conference: Relief Being Requested from Level II meeting: (use reverse side if necessary) Person Presenting Grievance: Signature Employee Representative: Name (if applicable) Phone Number \_\_\_\_\_\_ I have read the above information: Administrator's Signature Revised 9/1/99

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## **Complaint Forms**

Policy DGBA (Local) requires the employee to file a written complaint on a form provided by the school district. The following information is required:

- (1) The date of the events upon which the complaint is based or the date on which the employee became aware of the events about which the complaint is brought (many times a complaint may not be timely under the district's policy deadline and can be denied for failure to meet timelines from the outset; however, there are some exceptions, such as "Whistleblower" complaints and complaints alleging violations of statutory and/or constitutional rights);
- (2) the facts that the employee believes support the complaint (some identification of the facts is necessary to determine the character of the complaint, since employees generally do not identify the legal basis for their complaints other than some vague reference to their "rights");
- (3) the person(s) about whom the complaint is being brought (this is especially important for determining the extent of any investigation needed and, ultimately, whether a Board hearing will be in open or closed session);
- (4) the relief being requested (this helps to more clearly define the character of the complaint); and
- (5) the name and phone number of the employee's attorney or representative, if any (employees have the right to be represented by an attorney or other representative during any conference that is part of the grievance process initiated by the employee: however, an employee has no right to representation at an employer-employee conference initiated or requested by the employer).