



CFISD EMPLOYEE GRIEVANCE PROCESS

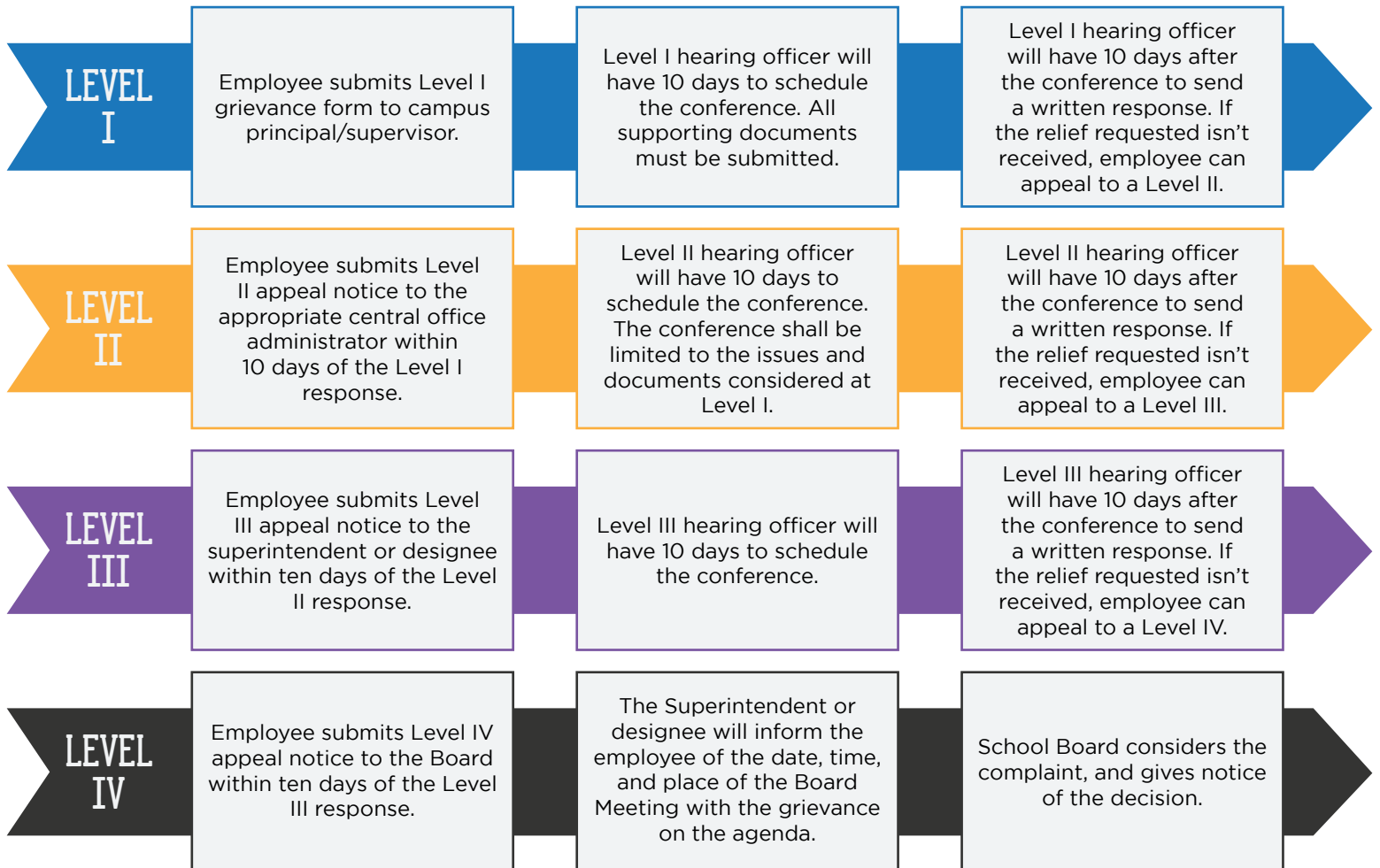
Employee Complaints/Grievances shall be filed in accordance to [District Policy DGBA \(Local\)](#) and follow the formal process. The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. An employee whose concerns are resolved may withdraw a formal [DGBA](#) complaint at any time.

Grievances must be filed within a designated timeframe using the official complaint form and may be filed by hand-delivery; electronic communication, including e-mail and fax; or by U.S. Mail to the appropriate administrator.

WHAT: The grievance/complaint and appeal forms can be found in [District Policy DGBA \(Exhibit\)](#). Please follow the process below.

WHEN: An employee (complainant) can file a formal grievance within 15 days of the date the employee first knew or should have known of the event about which the employee is complaining/grieving. "Days" shall mean District business days in accordance with the complainant's work calendar.

WHO: The complaint should be filed with the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor. An employee may designate a representative through written notice to the hearing officer at any level of the process.



For more information on the grievance process, please refer to [District Policy DGBA \(Local\)](#) or contact CFISD Human Resources Professional Employee Relations 281-517-2680.

Paraprofessional and Ancillary Staff Employee Relations 281-897-4189.