



## Marlin ISD Employee Complaint Form (Level I, II, III)

**Confidentiality Notice:** Marlin ISD strives to protect the confidentiality of all employee complaints to the extent allowed by law.

**Instructions:** Please complete all sections of this form to the best of your ability. You may type or write neatly. Attach additional pages if necessary

### Employee Information

- Employee Name:
- Job Title:
- School/Department:
- Address:
- Telephone Number:
- Date of the event or action that gave rise to the complaint:
- Today's Date:

### Complaint Information

- **Nature of Complaint:** Briefly describe the issue you are bringing to the attention of the district. Be as specific as possible, including dates, times, locations, and names of individuals involved (if applicable) Please explain how you have been harmed by this decision or circumstance.

Person(s) against whom complaint is filed:

- **Resolution Attempts:** Please describe any efforts you have made to resolve your concerns and the responses to your efforts. Please include dates of communication and with whom you communicated regarding your concerns.
- **Relevant District Policy (if known):** If you believe a district policy has been violated, please list the policy number (e.g., DGBA) or title here. You can find the district employee handbook on the Marlin ISD website at <https://www.marlinisd.org>.
- **Relief Requested (Desired Outcome):** What would you like to see happen as a result of filing this complaint?

## How to Submit

To file a complaint, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. mail to the appropriate administrator within the time established in DGBA (LOCAL). All complaints will be heard in accordance with DGBA (LEGAL) and (LOCAL) or any exceptions outlined therein. You may submit this form electronically to human resources or in person to the Human Resources Department at the Marlin ISD Administration Building located at 678 Success Dr. # B. Marlin, TX 76661.

## Representation

If you will be represented in presenting your complaint, please identify the person representing you. If the person representing you will participate by telephone conference call, please check the box below. The District will inform you if the equipment necessary for telephone representation is unavailable.

☐ Representation will be by telephone conference call.

Please note: You must designate a representative who will be participating in person or by telephone with advance notice of at least three days, or the District may reschedule the conference or hearing to a later date.

Name:

Address:

Telephone number:

Email address:

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Signature of Person Presenting Complaint

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Date Submitted

***A complaint form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing a complaint. Attach to this form any documents you believe will support the complaint; if unavailable when you submit this form, they may be presented no later than the Level One conference. Please keep a copy of the completed form and any supporting documentation for your records.***