



Administrative Regulations

South San Antonio Independent School District

D – Personnel	DGBA
Page 1 of 1	EXHIBIT B
Personnel Management Relations: Employee Complaints and Grievances - 2023	

EMPLOYEE COMPLAINT FORM — LEVEL TWO APPEAL NOTICE

To appeal a Level Two decision, or the lack of a timely response after a Level Two conference, please fill out this form completely and submit it by hand delivery, fax, or U.S. mail to the Superintendent or designee within the time established in DGBA(LOCAL). Appeals will be heard in accordance with DGBA(LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name _____
2. Address _____
Telephone number () _____ Email _____
3. Position _____ Department/Campus _____
4. If you will be represented in voicing your complaint, please identify the person representing you.
Name _____
Address _____
Telephone number () _____ Email _____
5. To whom did you present your complaint in Level One?
Date of Hearing? _____
Date you received a response to the Level One Hearing? _____
6. Please explain specifically why you disagree with the outcome at Level One.

7. Attach a copy of your original complaint and any documentation submitted at Level One.
8. Attach a copy of the Level One response being appealed, if applicable.

Employee’s signature _____ Date of Filing _____

Signature of employee’s representative _____