



Administrative Regulations

South San Antonio Independent School District

D – Personnel	DGBA
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Personnel Management Relations: Employee Complaints and Grievances - 2023	

EMPLOYEE COMPLAINT FORM — LEVEL THREE 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 Two?
Date of Hearing? _____
Date you received a response to the Level Two Hearing? _____
6. Please explain specifically why you disagree with the outcome at Level Two?

7. Do you want the Board to hear this appeal in open session? _____
Please be aware that the Texas Open Meetings Act may prevent the Board from granting a request for open session.
8. Attach a copy of your original complaint and any documentation submitted at Level One.
9. Attach a copy of the Level One response being appealed, if applicable.

Employee’s signature _____ Date of Filing _____

Signature of employee’s representative _____