



COMPLAINTS and GRIEVANCES – LEVEL THREE

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, electronic communication, 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/Campus: _____
4. If you will be represented in voicing your complaint, please identify the person representing you.
Name: _____ Email: _____
Address: _____ Telephone Number: (____) _____
5. To whom did you present your appeal at Level Two? _____
Date of conference: _____
Date you received a response to the Level Two conference: _____
6. Please explain specifically how you disagree with the outcome at Level Two.

7. Do you want the Board to hear this appeal in open session? _____
If so, the Board will consider your request; however, you may not have a legal right under the Texas Open Meetings Act to require a meeting in open session.
8. Attach a copy of your original complaint and any documentation submitted at Level One and a copy of your Level Two appeal notice.
9. Attach a copy of the Level Two response being appealed, if applicable.

Employee Signature: _____

Signature of Employee's Representative: _____

Date of filing: _____

Complainant, please note:

A complaint form that is incomplete in any material way may be dismissed, but may be refiled with all the required information if the refiled is within the designated time for filing a complaint.

Please keep a copy of the completed form and any supporting documentation for your records.