

EMPLOYEE COMPLAINT FORM — LEVEL ONE

Note: Informal resolution is encouraged but does not extend any deadlines in DGBA(LOCAL), except by mutual written consent.

Whistleblower complaints must be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two.

To file a formal complaint, please fill out this form completely and submit it by hand delivery, fax, 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.

1. Name: _____

2. Address: _____

Telephone number: _____

E-mail address: _____

Campus: _____

Position: _____

3. If you will be represented in presenting your complaint, please identify the person representing you, and whether the individual will represent you in person or by telephone conference call.

Please note: You must designate a representative who will be participating in person or by telephone with an advance notice of at least 3 days, or the District may reschedule the conference or hearing to a later date.

Name: _____

Address: _____

Telephone number: _____

E-mail address: _____

In person Telephone Call

4. Please describe the decision or circumstances causing your complaint (give specific factual details).

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5. What was the date of the decision or circumstances causing your complaint?

6. Please explain how you have been harmed by this decision or circumstance.

7. Please describe any efforts you have made to resolve your concerns and the responses to your efforts. Please include dates of communication and whom you communicated with regarding your concerns.

8. Please describe the outcome or remedy you seek for this complaint.

Employee Signature: _____

Employee Representative's Signature: _____

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 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.

EMPLOYEE COMPLAINT – LEVEL TWO APPEAL NOTICE

To appeal a Level One decision, or the lack of a timely response after a Level One conference, please fill out this form completely and submit it by hand delivery, fax, electronic communication, 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: _____

E-mail address: _____

Campus: _____ Position: _____

3. If you will be represented in presenting your appeal, please identify the person representing you, and whether the individual will represent you in person or by telephone conference call.

Please note: You must designate a representative who will be participating in person or by telephone with an advance notice of at least 3 days, or the District may reschedule the conference or hearing to a later date.

Name: _____

Address: _____

Telephone number: _____

E-mail address: _____

In person Telephone Call

4. Who held the Level One conference? _____

Date of conference: _____

Date a response to the Level One conference was issued: _____

5. Please explain specifically how you disagree with the outcome at Level One.

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

Signature of employee: _____

Signature of employee's representative: _____

Date of filing: _____

Complainant, please note:

A complaint or appeal 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 or appeal.

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

EMPLOYEE COMPLAINT – 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, electronic communication, 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: _____

E-mail address: _____

Campus: _____ Position: _____

3. If you will be represented in presenting your appeal, please identify the person representing you, and whether the individual will represent you in person or by telephone conference call.

Please note: You must designate a representative who will be participating in person or by telephone with an advance notice of at least 3 days, or the District may reschedule the conference or hearing to a later date.

Name: _____

Address: _____

Telephone number: _____

E-mail address: _____

In person Telephone Call

4. Who held the Level Two conference? _____

Date of conference: _____

Date a response to the Level Two conference was issued: _____

5. Please explain specifically how you disagree with the outcome at Level Two.

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6. Do you want the Board to hear this appeal in open session? Yes No
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. A final decision rests within the discretion of the District/Board.
7. Attach a copy of your original Level Two complaint and any documentation submitted at Level Two.
8. Attach a copy of the Level Two response being appealed, if applicable.

Signature of employee: _____

Signature of employee's representative: _____

Date of filing: _____

Complainant, please note:

A complaint or appeal 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 or appeal.

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