



EAGLE MOUNTAIN SAGINAW ISD

Fostering a Culture of Excellence

Level II Employee Complaint Grievance Appeal Notice

To file an appeal of a Level I decision in accordance with Board Policy DGBA (LOCAL), please fill out this form completely and submit via email to Grievance@ems-isd.net, or by hand or standard mail delivery to the Director of Policy and Information Management, 1600 Mustang Rock Road, Fort Worth, TX 76179. All formal complaints/ grievances will be heard in accordance with DGBA (LEGAL and LOCAL).

DATE OF FILING: _____

EMPLOYEE NAME: _____

POSITION: _____

CAMPUS/DEPARTMENT: _____

DIRECT SUPERVISOR NAME: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

- 1. List the date of Level I Conference Meeting.**
- 2. State the Name of the Level I Hearing Officer.**
- 3. List the date of the Level I written response/decision letter.**
- 4. Explain specifically why you disagree or not satisfied with the outcome of the Level I Conference.**
