



## Employee Complaint Form – Level Two Appeal Notice REQUEST FOR LEVEL TWO CONFERENCE

To appeal a Level One decision, or the lack of a timely response after a Level One conference, complete this form in its entirety and submit by hand delivery, electronic communication, or U.S. mail to the appropriate administrator within the time frame established in Board Policy DGBA (Local). Appeals will be heard in accordance with DGBA (Legal) and (Local).

1. Name \_\_\_\_\_

2. Address \_\_\_\_\_

Telephone number (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

3. Position \_\_\_\_\_ Campus/Department \_\_\_\_\_

4. If you will be represented in pursuing your appeal, please identify the individual or organization representing you. If the person representing you will participate by telephone or video conference call, please check the box below. The District will inform you if the equipment necessary for telephone or video representation is unavailable.

Representation will be by telephone conference call.

Representation will be by video conference call.

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

5. Who held the Level One conference? \_\_\_\_\_

Date of Level One Hearing: \_\_\_\_\_

Date you received a response to the Level One conference? \_\_\_\_\_

6. Please explain specifically how you disagree with the outcome at Level One: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Employee signature \_\_\_\_\_

Representative's signature \_\_\_\_\_

Date of filing \_\_\_\_\_

***Complainant, please note:***

***A complaint or appeal form that is incomplete in any material aspect 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.***