



## Employee Complaint Form – Level Three Appeal Notice

### NOTICE OF APPEAL TO THE SUPERINTENDENT or DESIGNEE

To appeal a Level Two decision, or the lack of a timely response after a Level Two conference, complete this form in its entirety and submit by hand delivery, electronic communication, or U.S. mail to the Superintendent or designee 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 \_\_\_\_\_
3. Telephone number (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_
4. Position \_\_\_\_\_ Campus/Department \_\_\_\_\_
5. 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 conference call, please check the box below. The District will inform you if the equipment necessary for telephone 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: \_\_\_\_\_ Email address: \_\_\_\_\_

6. Who held the Level Two conference? \_\_\_\_\_
7. Date of conference \_\_\_\_\_
8. Date you received a response to the Level Two conference \_\_\_\_\_
9. Please explain specifically how you disagree with the outcome at Level Two:
   
\_\_\_\_\_
   
\_\_\_\_\_

10. Attach a copy of your original Level One complaint and any documentation submitted at Level One, as well as a copy of the Level 1 decision and your Level Two appeal notice.

11. Attach a copy of the Level Two 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.***