



Employee Complaint Form – Level Four Appeal Notice

NOTICE OF APPEAL TO THE BOARD

To appeal a Level Three decision, or the lack of a timely response after a Level Three 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) or any exceptions outlined therein.

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 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: _____ Email address: _____

6. Who held the Level Three conference? _____

7. Date of conference: _____

8. Date you received a response to the Level Three conference: _____

9. Please explain specifically how you disagree with the outcome at Level Three:

10. 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 grievance appeal to be heard in an open meeting of the Board.
11. Attach a copy of your original Level One complaint and any documentation submitted at Level One, a copy of the decisions made at Level One and Two, as well as the Level Two and Three appeal notices.
12. Attach a copy of the Level Three 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.