

PERSONNEL-MANAGEMENT
RELATIONS EMPLOYEE COMPLAINTS/
GRIEVANCES

EMPLOYEE COMPLAINT FORM — LEVEL ONE

Any employee filing a complaint must fill out this form completely and submit it to his or her principal or immediate supervisor. All complaints will be processed in accordance with DGBA(LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name _____

2. Position _____ Campus/Department _____

3. Please state the date of the event or series of events causing the complaint.

4. Please state your complaint, including the individual harm alleged.

5. Please state specific facts of which you are aware to support your complaint (list in detail).

6. Please state the remedy you seek for this complaint.

Employee's signature _____

Date submitted _____

Dilley ISD

082-902

PERSONNEL-MANAGEMENT RELATIONS

EMPLOYEE COMPLAINTS/GRIEVANCES

NOTICE OF APPEAL AT LEVEL TWO

This form must be filled out completely by an employee appealing a Level One decision, or the lack of a timely response after a Level One conference, to the Superintendent or designee in accordance with DGBA(LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name _____

2. Position _____ Campus/Department _____

3. To whom did you last present your complaint? _____

Date of conference _____

4. If you will be represented in pursuing your complaint, please identify the individual or organization representing you.

Name _____

Address _____

Telephone (____) _____

5. Attach a copy of your original complaint.

6. Attach a copy of the Level One decision being appealed, if applicable.

Employee's signature _____

Date submitted _____

Dilley ISD

082-902

PERSONNEL-MANAGEMENT RELATIONS

EMPLOYEE COMPLAINTS/GRIEVANCES

NOTICE OF APPEAL TO THE BOARD AT LEVEL THREE

This form must be filled out completely by an employee appealing a Level Two decision, or the lack of a timely response after a Level Two conference, to the Board, in accordance with DGBA(LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name _____

2. Position _____ Campus/Department _____

3. To whom did you last present your complaint? _____

Date of conference _____

4. If you will be represented in pursuing your complaint, please identify the individual or organization representing you.

Name _____

Address _____

Telephone (____) _____

5. Attach a copy of your original complaint.

6. Attach copies of the Level One and Level Two decisions, if applicable.

Employee's signature _____

Date submitted _____