

## Level III Employee Complaint Grievance Appeal Notice

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

DA	TE OF FILING:	,
EM	PLOYEE NAME:	
PO	SITION:	
CA	MPUS/DEPARTMENT:	
DIF	RECT SUPERVISOR NAME:	
PH	ONE NUMBER: EMAIL ADDRESS:	
1.	List the date of Level II Conference Meeting.	
2.	State the Name of the Level II Hearing Officer.	
3.	List the date of the Level II written response/decision letter.	
	Explain specifically why you disagree or not satisfied with the outcome of the l	
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5.	Do you request the EMS ISD Board of Education hear your appeal in Open Session? Yes or No If yes, the Board will consider your request, however you may not have a legal right under the Texas	

- Open Meetings Act to require a meeting in Open Session.
- 6. Attach a copy of the following:
  - a. The Level I Complaint/Grievance and submitted documentation
  - b. The Level I Response/Decision
  - c. The Level II Complaint/Grievance and submitted documentation
  - d. The Level II Response/Decision