

Level II Employee Complaint Grievance Appeal Notice

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

DATE OF FILING:

EMPLOYEE NAME:

POSITION:

CAMPUS/DEPARTMENT:

DIRECT SUPERVISOR NAME:

PHONE NUMBER: EMAIL ADDRESS:

1. **List the date of Level I Conference Meeting.**
2. **State the Name of the Level I Hearing Officer.**
3. **List the date of the Level I written response/decision letter.**
4. **Explain specifically why you disagree or not satisfied with the outcome of the Level I Conference.**





1. **Attach a copy of the original complaint and documented submitted in the Level I Complaint/Grievance.**
2. **Attach a copy of the Level I Response/Decision being appealed.**

Employee Signature:

