

Level Three Employee Complaint Form

To appeal a Level Two decision, or the lack of a timely response after a Level Two conference, please fill out this form completely and submit to Grievance@ems-isd.net, hand deliver, or mail to the Director of Compliance and Policy, at 1200 Old Decatur Road, Saginaw, TX 76179 within the time established in DGBA(LOCAL). Appeals will be heard in accordance with DGBA(LEGAL) and (LOCAL) or any exceptions outlined therein.

NAME: _____
ADDRESS: _____
TELEPHONE NO: _____

If you will be represented in voicing your complaint, please identify the person representing you.

NAME: _____
ADDRESS: _____
TELEPHONE NO.: _____

To whom did you present your complaint at Level Two? _____

Date of conference: _____

Date you received a response to the Level Two conference: _____

Please explain specifically how you disagree with the outcome at Level Two.

Do you want the Board to hear this appeal in open session? _____

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 meeting in open session.

Attach a copy of your original complaint and any documentation submitted at Level One and a copy of your Level Two appeal notice.

Attach a copy of the Level Two response being appealed, if applicable.

Signature: _____

Signature of representative: _____

Date of filing: _____