

## 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 [Grievance@ems-isd.net](mailto:Grievance@ems-isd.net), or by hand or standard mail delivery to the Director of Compliance and Policy, 1 \_\_\_\_\_, 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 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.**
- 4. Explain specifically why you disagree or not satisfied with the outcome of the Level II Conference.**

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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

Employee Signature: \_\_\_\_\_