

## 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 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).

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.**

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