

EMPLOYEE COMPLAINT FORM: LEVEL ONE GRIEVANCE

All complaints will be heard in accordance with LISD Board Policies DGBA (Legal) and (Local) unless expressly excluded by those policies. Additional pages may be added to this form as needed. To file a formal complaint, please fill out this form completely and submit it within the timeframe established in DGBA (Local) to the LISD Office of Legal Services as follows:

- Scan and e-mail the form to grievances@lisd.net;
- Submit the form in person to the LISD Administrative Center, 1565A W. Main St., Lewisville, TX 75067;
- Mail the form to the LISD Office of Legal Services, P.O. Box 217, Lewisville, TX 75067; or
- Fax the form to (972) 350-9506.

1. Name: _____

Address _____

Telephone number: _____ Email: _____

Campus/department where employee currently works: _____

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

Name: _____ Title: _____

Address: _____

Telephone number: _____ Email: _____

3. Please state the date of the decision or action giving rise to your complaint: _____

4. Please describe any efforts you have made to informally resolve your concerns and the responses to your efforts. Please include dates of communication and with whom you communicated regarding your concerns.

5. Please state specific facts that support the complaint: _____

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6. Please explain how you have been harmed by this alleged decision or action: _____

7. Please describe the outcome or remedy you seek for this complaint:

Signature of Complainant: _____

Date complaint filed: _____

Complainant, please note:

A complaint form that is incomplete in any material way may be dismissed, but may be re-filed with all the required information if the re-filing is within the designated time for filing a complaint.

A District administrator will contact you to schedule a Level One conference within the timeframes established in Board Policy DGBA (Local).

Please attach to this form any documents you believe will support the complaint; if unavailable when you submit this form, they may be presented no later than the Level One conference. Amendment to this complaint is prohibited after the Level One grievance is filed and heard. Please keep a copy of the completed form and any supporting documentation for your records.