

EMPLOYEE COMPLAINT FORM: LEVEL TWO GRIEVANCE APPEAL

To appeal the decision of the Level One administrator, please fill out this form completely and submit it within the timeframe established in LISD Board Policy 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.

Additional pages may be added to this form as needed.

Please attach to this form a copy of your Level One complaint along with any documentation submitted at the Level One conference. Please also attach a copy of the written Level One response you received.

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. To whom did you present your complaint at Level One? _____

Date of conference: _____

Date you received Level One response in writing: _____

4. Please explain specifically how you disagree with the outcome at Level One: _____

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5. Please state the remaining remedy(ies) not satisfied at Level One: _____

Signature of Complainant: _____

Date appeal 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 Two conference within the timeframes established in Board Policy DGBA (Local).

You may not submit any new documents for consideration at Level Two that were not submitted at Level One; likewise, you may not raise any new concerns or request additional remedies that were not raised or requested at Level One.

Please keep a copy of the completed form and any supporting documentation for your records.