

EMPLOYEE COMPLAINT FORM: LEVEL THREE GRIEVANCE APPEAL

To appeal the decision of the Level Two 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 copies of the following:

- *Level One complaint form, any documentation submitted at the Level One conference, and Level One response received.*
- *Level Two appeal form and Level Two response 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 Two? _____

Date of conference: _____

Date you received Level Two response in writing: _____

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

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

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.

Pursuant to LISD Board Policy DGBA (Local), the Level Three appeal will be heard by the LISD Board of Trustees at an upcoming Board meeting. The Superintendent or other District administrator will notify you of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

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

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