

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, or by hand or standard mail delivery to the Director of Policy and Information Management, 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 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.**





1. **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.
2. **Attach a copy of the following:**
	1. The Level I Complaint/Grievance and submitted documentation
	2. The Level I Response/Decision
	3. The Level II Complaint/Grievance and submitted documentation
	4. The Level II Response/Decision

**Employee Signature:**

