DELL CITY INDEPENDENT SCHOOL DISTRICT

Personnel Management Relations Employee Complaints/Grievances

Complaint Form DGBA

## To file a formal complaint, please fill out this form completely and submit it by hand delivery, fax, or U.S. mail to the appropriate administrator within the time established in DGBA (Local). All complaints will be heard in accordance with DGBA (Legal) and DGBA (Local) or any exceptions outlined therein.

Name: Telephone Number: ( )

Street City State Zip

Position Campus/Department

1. If you will be represented in voicing your complaint, please identify the person representing you. **Grievant's representative must be contacted for hearing.**

Name: Telephone Number: ( )

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please describe the decision or circumstances causing your complaint (give specific factual details).

If voicing a complaint, who is the complaint against: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ill. What was the date of the decision or circumstances causing your complaint? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please explain how you have been harmed by this decision or circumstance. \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Please describe any efforts you have made to resolve your complaint informally and the responses to your efforts.

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Complaint Form DGBA Employee

With whom did you communicate?

Date: \_

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

Employee Signature

Signature of Employee's Representative

Date of Filing

**COMPLAINANT, PLEASE NOTE:**

A complaint form that is incomplete in any 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.

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