

EMPLOYEE LEVEL THREE APPEAL NOTICE

To appeal a Level Two decision, or the lack of timely response after a Level Two conference, please fill out this form completely and submit it by hand delivery, fax, or U.S. mail to the Superintendent or designee within the time established in DGBA (LOCAL). Appeals will be heard in accordance with DGBA (LEGAL) and (LOCAL) or any exceptions outlined therein.

Name _____

Address _____

Telephone number (_____) _____

Position _____ **Department/campus** _____

If you will be represented in pursuing your complaint, please identify the individual or organization representing you:

Name: _____

Address: _____

Telephone: _____

To whom did you present your appeal at Level Two? _____

Date of conference _____

Date you received a response to the Level Two conference _____

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

Do you want the Board to hear this appeal in open session? _____

If so, 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.

Attach a copy of your original complaint and any documentation submitted at Level One and a copy of your Level Two appeal notice.

Attach a copy of the Level Two response being appealed, if applicable.

Employee signature

Signature of employee's representative

Date of filing

