



## Employee Complaints/Grievances

### Reply to Level I Response

Please fill out this form completely and submit by hand delivery, electronic submission, or U.S. mail to the office of Employee Relations at the Department of Human Resources within the time established in DGBA (Local). Appeals will be heard in accordance with DGBA (Legal) and DGBA (Local).

Name of Complainant	TEAMS ID
E-Mail	Telephone
Position	Campus/Department

(Note: If more than one complainant, please attach additional sheet(s) with complainants' information)

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

Representative's Name	Organization		
E-Mail	Telephone		
Address	City	State	Zip

II. Date you received the response to the Level I Grievance: \_\_\_\_\_

III. ☐ I accept the Level I Response (Grievance is Closed)

☐ I do not accept the Level I Response and wish to appeal to Level II

If appealing the Level I Response, please explain specifically how you disagree with the outcome (attach additional sheets if necessary):

Signature of Employee or Representative

Date

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer at 230-2031; Section 504 inquiries regarding students may be referred to Section 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Sección 504 Coordinador al 230-2856.