



Employee Complaints/Grievances

Level I

To file a formal complaint, please fill out this form completely and submit it by hand delivery, electronic submission, 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).

To: _____
(Name of Immediate Supervisor)

Date: _____

Name of Complainant	TEAMS ID
E-Mail	Telephone
Position	Campus/Department
Date Alleged Grievance Occurred	Date of Informal Conference
(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. Specifically identify in writing the factual basis for the grievance. (Use additional sheets if necessary.) All documents to support your complaint must be attached to this form. Additional documents may not be submitted during any subsequent appeals.

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.

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III. Specifically identify the rule, policy, regulation, or law that has been violated pertaining to the grievance.

IV. Specifically identify the requested relief you are seeking. Changes to requested relief are not allowed during any subsequent appeals.

Signature of Employee or Representative

Date

District Use Only

Received by: _____
Signature of Principal/Administrator

Date Received: _____

Copy forwarded to Employee Relations: _____

Date

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