

# STAFF MEMBER RELATIONS AND COMMUNICATIONS

## SPRING INDEPENDENT SCHOOL DISTRICT STAFF MEMBER FORMAL COMPLAINT/GRIEVANCE FORM FOR A LEVEL III HEARING BEFORE THE BOARD OF TRUSTEES

A staff member who has attempted unsuccessfully to resolve a concern at a Level II hearing and feels it is necessary to file a formal Level III Complaint/Grievance, shall complete this form. The completed form must be submitted, along with a request in writing to be placed on the agenda of a future Board meeting, to the Superintendent or designee within seven (7) days following receipt of a response regarding the Level II hearing. Formal complaints shall be processed in accordance with Board Policy DGBA(LOCAL).

(please print)

a. Name: \_\_\_\_\_

b. Position: \_\_\_\_\_ Campus: \_\_\_\_\_

c. Please state date of the event or series of events causing the complaint:

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d. Please state your complaint including the individual harm alleged:

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e. Please state specific facts of which you are aware to support your complaint. List in detail:

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f. Please state the remedy you seek for this complaint:

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g. If you are making complaints or charges against any specific individual(s), please identify each of those individuals by name:

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h. Please identify the law or policy, if any, alleged to be violated:

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i. If you will be represented in presenting your complaint, please identify the name, address and telephone number of the individual or organization:

Name: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Submitted