



**EMPLOYEE COMPLAINT FORM**

LEVEL TWO APPEAL

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To appeal a Level One decision, or the lack of a timely response after a Level One conference, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. mail to the Superintendent or designee within the time established in Board Policy. All complaints will be heard in accordance with Board Policy, or any exceptions outlined therein.

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone number** (\_\_\_\_) \_\_\_\_\_ **Email address** \_\_\_\_\_

**Position** \_\_\_\_\_ **Campus/Department** \_\_\_\_\_

If you will be represented in presenting your complaint, please identify the person representing you. If the person representing you will participate by telephone conference call, please check the box below. The District will inform you if the equipment necessary for telephone representation is unavailable.

Representation will be by telephone conference call.

**Please note:** You must designate a representative who will be participating in person or by telephone with an advance notice of at least three days, or the District may reschedule the conference or hearing to a later date.

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

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

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

Email address: \_\_\_\_\_

Who held the Level One conference? Date of conference: Date you received a response to the Level One conference:
Please explain specifically how you disagree with the outcome at Level One
Attach a copy of your Level One complaint and any documentation submitted at Level One
Attach a copy of the Level One response being appealed, if applicable.

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Employee signature

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Signature of employee's representative *(if applicable)*

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Date of filing

**Note:**

Informal resolution is encouraged but does not extend any deadlines in Board Policy, except by mutual written consent.

Whistleblower complaints must be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two.

This form is required to initiate any employee complaint, regardless of the level at which the complaint begins.

A complaint form that is incomplete in any material way may be dismissed but may be refiled with the District upon completion if the refiling 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, documents may be presented no later than the Level One conference unless you did not know the documents existed before the Level One conference. Please keep a copy of the completed form and any supporting documentation for your records.