EMPLOYEE BOARD APPEAL NOTICE

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail to Human Resources. See TSC Policies, Regulations and Exhibits found on the Human Resources webpage for more details about the grievance process.

1. Name
2. Address

Telephone number ( )

1. Position Department
2. If you will be represented in voicing your appeal, please identify the person representing you.

Name

Address

Telephone number ( )

1. To whom did you present your complaint at the appeal level? Date of hearing Date you received a response to the appeal?\_\_\_\_\_\_\_\_\_\_\_\_
2. Please explain specifically how you disagree with the outcome at Level Three:
3. Do you want the Board to hear this appeal in open session?

*Please be aware that the Texas Open Meetings Act may prevent the Board from granting a request for open session.*

1. Attach a copy of your original complaint and any documentation submitted at the appeal level.
2. Attach a copy of the response being appealed, if applicable.

Employee’s Signature

Signature of Employee’s Representative

Date of Filing