



# VICTORIA PUBLIC SCHOOLS

## EMPLOYEE COMPLAINT FORM

The goal of the Victoria ISD is to attempt to resolve concerns and conflicts on the level nearest the concern. You are encouraged to discuss your concerns with the person who can best address them. However, if those efforts do not produce results that are satisfactory to you, a formal complaint process is in place. This form is provided as a tool to help you in formulating your complaint under provisions of Board Policy DGBA(LOCAL). There are some specific complaints that are governed by other policies such as allegations of discrimination, disciplinary actions, etc. For a listing of those special policies, please refer to DGBA(LOCAL). Copies of the policy are included in the Employee Handbook, in the Superintendent's Office and online at [www.visd.com](http://www.visd.com). Your campus administrator can also provide you with a copy of the policy. The complaint process includes a specific timeline. For a formal complaint to be considered, this document must be filed within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and with the lowest level administrator who has the authority to address your concern. Please refer to DGBA(LOCAL) for a full and specific recitation of the timelines and requirements for filing a formal complaint. Help in completing this form is available from the Office of Human Resources by calling 361-576-3131.

Your Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone number where you can be reached: \_\_\_\_\_ Best time to call: \_\_\_\_\_  
 Campus: \_\_\_\_\_ Position: \_\_\_\_\_  
 Date(s) of event related to complaint: \_\_\_\_\_  
 Is this a concern regarding a supervisor? (*Indicate yes or no*) \_\_\_\_\_ Another employee? \_\_\_\_\_  
 Have you spoken with any district employee regarding this concern? \_\_\_\_\_ If yes, please provide the name of the person and when you spoke to him/her. \_\_\_\_\_

Complaint form received by \_\_\_\_\_ Date \_\_\_\_\_  
 Referred to \_\_\_\_\_ Date \_\_\_\_\_  
 Disposition:

Level I: (Campus Level)	Level II: (Central Office Level)	Level III: (Board Level)

Communication of disposition:  
 Contact made on (date) \_\_\_\_\_ by (means of communication) \_\_\_\_\_  
 Administrator signature \_\_\_\_\_ Date \_\_\_\_\_

Concern or complaint in detail: *(Attach additional pages, if needed. Additional documentation in support of your complaint may also be attached.)*

Relief requested:

Specific facts of which you are aware to support your complaint. *(List in detail.)*

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_