

## AISD EMPLOYEE GRIEVANCE PROCESS

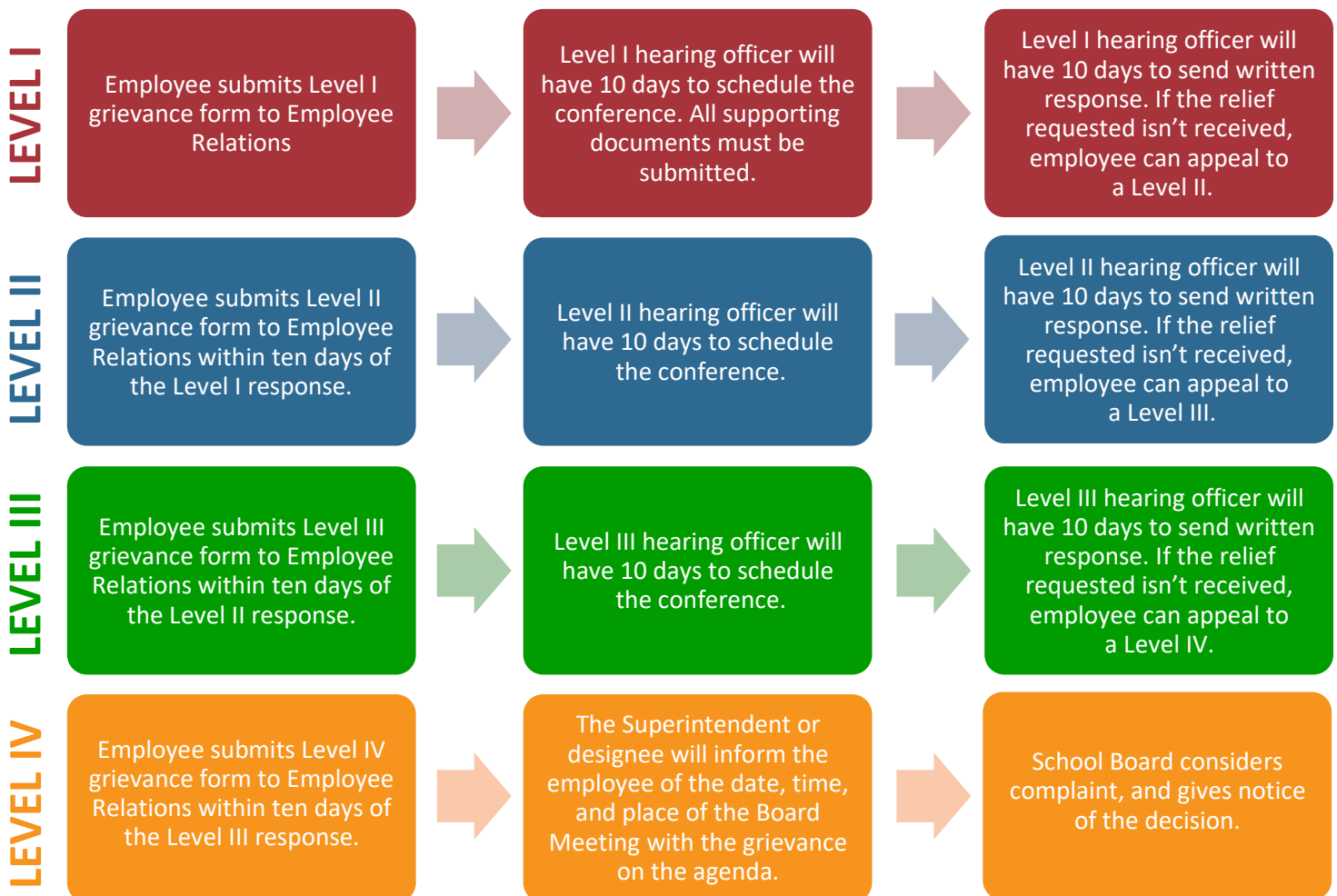
Employee Complaints/Grievances shall be filed in accordance to [District Policy DGBA \(Local\)](#) and follow the formal process. The Board encourages employees to seek informal resolution and discuss concerns with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Mediation is available upon request. An employee whose concerns are resolved may withdraw a formal complaint at any time.

Grievances must be filed within a designated timeframe using the official complaint form and may be hand-delivered, emailed, faxed, or sent by US Mail to the Employee Relations Department.

The grievance/complaint form can be found in the AISDWeb Staff Document site, under [Human Resource online library](#) > Employee Relations Forms. Please follow the process below.

An employee can file a formal grievance within 15 workdays of the time the employee first knew or should have known of the event about which the employee is complaining to the Department of Employee Relations.

An employee may designate a representative through written notice to the District at any level of the process. Please see board policy DGBA with more information. A representative from Employee Relations will be in attendance for every grievance hearing and a legal representative may attend if needed.



For more information on the grievance process, please refer to District Policy DGBA (local) or contact the AISD Employee Relations Department at 512-414-9827