

PRIORITY CHARTER SCHOOLS
EMPLOYEE COMPLAINTS AND GRIEVANCES
PCS – PG – 4.6

The following exhibits are used by the District:

- Exhibit A: Employee Complaint — Level One (2 pages)
- Exhibit B: Employee Complaint — Level Two Appeal Notice (1 page)
- Exhibit C: Employee Complaint — Level Three Appeal Notice (1 page)

EXHIBIT A

PRIORITY CHARTER SCHOOLS
EMPLOYEE COMPLAINT — LEVEL ONE

To file a formal complaint, please fill out this form completely and submit it by hand delivery, fax, or U.S. mail to the appropriate administrator within the time established according to the Priority Charter School Employee Complaint and Grievance Policy. All complaints will be heard in accordance with the Priority Charter School Employee Complaint and Grievance Policy found on the website at www.prioritycharterschools.org in Policy Group 4 – Personnel – Section PG-4.6, or any exceptions outlined therein.

Name _____

Address _____

Telephone number (_____) _____

Campus _____

If you will have a designated representative to speak on your behalf, please identify the person representing you.

Name _____

Address _____

Telephone number (_____) _____

Please describe the decision or circumstances resulting in this complaint. (Give specific details.)

What was the date of the decision or action resulting in this complaint?

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EMPLOYEE COMPLAINTS AND GRIEVANCES
PCS – PG – 4.6

Please explain how you have been affected by this decision or action.

Please describe any efforts you have made to resolve your complaint informally and the response to your efforts.

With whom did you communicate? _____

On what date(s)? _____

Please describe the outcome or remedy you seek from this complaint.

Employee's signature

Date of filing

Signature of employee's representative

Date of filing

Attach to this form any documents you believe will support the complaint; if unavailable when you submit this form, they may be presented no later than the Level One conference. Please keep a copy of the completed form and any supporting documentation for your records.

Please note: A complaint form that is incomplete in any material way may be dismissed, but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.

EXHIBIT B

PRIORITY CHARTER SCHOOLS
EMPLOYEE COMPLAINT—LEVEL TWO APPEAL NOTICE

To appeal a Level One decision, or the lack of a timely response after a Level One conference, please complete this form in its entirety and submit it by hand delivery, fax, or U.S. mail to the Superintendent or designee within the time established in the Priority Charter School Employee Complaint and Grievance Policy. Appeals will be heard in accordance with the Priority Charter School Employee Complaint and Grievance Policy found on the website at www.prioritycharterschools.org in Policy Group 4 – Personnel – Section PG-4.6, or any exceptions outlined therein.

Name _____

Address _____

Telephone number (_____) _____

If you will have a designated representative to speak on your behalf, please identify the person representing you.

Name _____

Address _____

Telephone number (_____) _____

To whom did you present your complaint at Level One? _____

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 original complaint and any documentation submitted at Level One.

Attach a copy of the Level One response being appealed, if applicable.

Employee's signature

Date of filing

Signature of employee's representative

Date of filing

EXHIBIT C

PRIORITY CHARTER SCHOOLS
EMPLOYEE COMPLAINT—LEVEL THREE APPEAL NOTICE

To appeal a Level Two decision, or the lack of a timely response after a Level Two conference please complete this form in its entirety and submit it by hand delivery, fax, or U.S. mail to the Superintendent or designee within the time established in the Priority Charter School Employee Complaint and Grievance Policy. Appeals will be heard in accordance with the Priority Charter School Employee Complaint and Grievance Policy found on the website at www.prioritycharterschools.org in Policy Group 4 – Personnel – Section PG-4.6, or any exceptions outlined therein.

Name _____

Address _____

Telephone number (_____) _____

If you will have a designated representative to speak on your behalf, please identify the person representing you.

Name _____

Address _____

Telephone number (_____) _____

To whom did you present your complaint at Level Two? _____

Date of conference _____

Date you received a response to the Level Two conference _____

Please explain specifically how you disagree with the outcome at Level Two. _____

Attach a copy of your original complaint and any documentation submitted at Level Two.

Attach a copy of the Level Two response being appealed, if applicable.

Employee's signature

Date of filing

Signature of employee's representative

Date of filing

