



AISD EMPLOYEE GRIEVANCE PROCESS

Employee Complaints/Grievances shall be filed in accordance with [District Policy DGBA \(Local 1\)](#) 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.

Grievance

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 [policy DGBA](#) with more information. A representative from Employee Relations will be in attendance for every grievance hearing and