



Statement of Grievance

TEXAS
JUVENILE
JUSTICE
DEPARTMENT

Human Resources Office Only

Date Received by Local HR Office: _____ Date Received by Central Office: _____

Full Name	TJJD Facility/Office	Work Phone	Ext.
Job Title		Name of Immediate Supervisor	
Mailing Address	City	Zip	Home Phone
Personal Email Address		Date of Incident or Situation	

1. State the subject matter of your grievance. Be specific (e.g., full names, dates/times, locations). The grievance should be about an incident that has already occurred. Each grievance form may address only one staff member or employment-related matter. If this grievance is in response to an adverse personnel action, describe in full the factual basis and the policy or legal basis for your contention that the facts relied upon in taking the action are incorrect or that the action is contrary to policy, illegal, unfair, or otherwise not in the best interest of TJJD. Additional pages may be attached. Failure to provide this information could result in dismissal of your grievance.

2. Explain how the action or issue adversely affected you or interfered with an employment-related matter.

3. State what relief you are seeking. The requested relief must be personal to you and within TJJD's authority to grant and may not be a request for another employee to be moved, disciplined, or terminated.

NOTE TO EMPLOYEE: With few exceptions, you are entitled upon request: (1) to be informed about the information the agency collects about you; and (2) to receive and review the collected information. You are also entitled to request, in accordance with the agency's procedures, that incorrect information that the agency has collected about you be corrected. Sections 552.021, 552.023, and 559.004, Government Code.

4. If you plan to have someone represent you during the grievance process, you must provide the following information:

Name of representative:

Address:

Telephone:

Is this person an attorney? Yes No

5. Identify anyone who has knowledge that is relevant to your grievance. You must provide the name and contact information for each person listed and a specific description of the relevant knowledge.

6. You must attach any witness statements or documents you want considered in your grievance. List those attachments here.

7. Identify any documents or evidence not in your possession that you believe to be relevant and that you believe to be in the possession of TJJD. Provide a summary of the information contained in each document or item of evidence and why it is relevant. Additional pages can be attached.

I hereby certify that the statements I have made on this form and on any pages I have attached are true and correct and that they are given of my own free will.

Grievant's Signature

Date

File your grievance by:

- submitting it to the local human resources administrator; or
- emailing it to tjjd-submitgrievancehr210@tjjd.texas.gov; or
- faxing it to the employee grievance coordinator in Central Office at (737) 910-6298; or
- mailing it to the attention of:

Employee Grievance Coordinator
Texas Juvenile Justice Department
P.O. Box 12757
Austin, TX 78711-2757

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