



Request for Independent Dismissal Mediation

TEXAS
JUVENILE
JUSTICE
DEPARTMENT

HUMAN RESOURCES OFFICE ONLY:

Date Received in Local HR Office: _____

Date Received in Central Office HR: _____

PLEASE PRINT OR TYPE:

Last Name		First Name		MI	Social Security Number (last four only) XXX-XX-	
Mailing Address				City	State	Zip
Home Phone Number ()	Alternate Phone Number ()	Email Address				

I received notice that my employment has been terminated through the disciplinary process and that I may request a review of the circumstances of my termination by filing a termination grievance or requesting independent dismissal mediation. I am requesting independent dismissal mediation, and I understand the following: (Please initial each item.)

_____ By choosing independent dismissal mediation, I am **not** eligible to file a termination grievance regardless of the outcome of the mediation session.

_____ This form must be received by the Human Resources office for the facility or office in which I was employed or by the agency's employee grievance coordinator within 14 calendar days after:

- (1) the date I received the notice of employment termination in person, as indicated on the notice; or
- (2) the date I received the notice of termination in the mail. (The date received is presumed to be 10 calendar days after the mail date shown on the notice of termination.)

_____ The mediator will be:

- (1) a person from the agency's Employee Assistance Program; or
- (2) a Texas Juvenile Justice Department (TJJD) employee outside my chain of supervision who is:
 - (i) trained in mediation; and
 - (ii) appointed by TJJD's Office of General Counsel to conduct the independent dismissal mediation.

Employee's Signature

Date

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.