

Rule 15 of the Personnel Board Rules & Regulations governs the grievance process. It is important to review this Rule prior to completing this form. Grievance Form 2B should be completed by the department head of an employee who has completed and submitted Grievance Form 1A and Form 2A outlining a matter being grieved. Before completing this Form 2B, the department head should thoroughly review the matter outlined by the grievant and meaningfully consider the matter and any potential resolutions. **This Form 2B should be completed and submitted to the grievant with a copy provided to the Personnel Board Employee Relations Department ([EmployeeRelations@bjcal.org](mailto:EmployeeRelations@bjcal.org)) within five days of receipt of Form 2A.**

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**Grievant Information**

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This form is in response to the Grievance Form 2A submitted by (name of employee): \_\_\_\_\_

Date Grievance Form 2A was received: \_\_\_\_\_

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**Your Contact Information**

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Name: \_\_\_\_\_

Work Email: \_\_\_\_\_

Job Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Department: \_\_\_\_\_

*Work Address*

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

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**Working Relationship to Grievant**

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Are you the department head of the employee who filed the grievance?    Yes    No

If "No," what is your working relationship to the grievant? (e.g., second-level supervisor, appointing authority, etc.)

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**Response to Grievance**

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Provide a response to the incident/matter being grieved including names of other persons or circumstances involved with the matter, if any.

Document your perspective on any solution(s) proposed by the grievant in Forms 1A or 2A and/or by the supervisor in Form 1B. Outline any viable alternative proposed solution(s).

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**Date and Signature**

\_\_\_\_\_  
Signature

Date Form Submitted to Employee: \_\_\_\_\_

This form should be submitted to the employee who filed the grievance within five days of receipt of Form 2A, with copy submitted to the Personnel Board Employee Relations Department ([EmployeeRelations@pbjcal.org](mailto:EmployeeRelations@pbjcal.org)).