Personnel Board
of Jefferson County

Rule 15 of the Personnel Board Rules & Regulations governs the grievance process. It is important to review this Rule prior to completing this form. Before completing this Form 2A, the grievant should thoroughly review and consider any information provided by the supervisor or employer in Form 1B. This form should be completed by the grievant *only if he/she is dissatisfied with the response provided by the supervisor in Form 1B* and wishes to pursue the grievance to the next step. **This Form 2A should be submitted to the department head and a copy provided to the Personnel Board Employee Relations Department (EmployeeRelations@pbjcal.org) within five calendar days of receipt of Form 1B (or within five calendar days of the due date of Form 1B, if the supervisor fails to respond).** In order to aid the department head in considering the issue, the grievant should include a copy of Form 1A and Form 1B (if applicable) to the department head when submitting this Form 2A. If you wish to withdraw your grievance, please **email Personnel Board Employee Relations Department (**EmployeeRelations@pbjcal.org**)**

Grievant Contact Information

Name: _____   Employer: _____

Job Title: _____   Preferred Phone: _____

Home Mailing Address   Email Address: _____

Street: _____

City: _____   State: _____   Zip: _____

Response to Form 1B

Did you receive a Form 1B response from your supervisor (or his/her supervisor)?   Yes   No

If you indicated "Yes" above, indicate the date the Form 1B was submitted to you: _____

Provide any additional information pertinent to the issue being grieved or response provided by your supervisor in Form 1B:

Date and Signature

_____   Date Form Submitted to Dept Head: _____
　　　　　　Grievant Signature

This form should be submitted to your department head within five calendar days of receipt of Form 1B (or within five calendar days of the due date of Form 1B, if the supervisor fails to respond), with copy submitted to Personnel Board Employee Relations (EmployeeRelations@pbjcal.org).