

Rule 15 of the Personnel Board of Jefferson County Rules & Regulations governs the grievance process. It is important to review this Rule prior to submission of a grievance to ensure that issues presented through this procedure meet the requirements and conditions necessary for a matter to be subject to adjustment under Rule 15. **This form should be submitted to your immediate supervisor, with copy submitted to the Personnel Board Employee Relations Department (EmployeeRelations@pbjcal.org), within seven days of the grieved incident.**

Grievant Contact Information

Name: _____

Employer: _____

Job Title: _____

Preferred Phone: _____

Home Mailing Address

Email Address: _____

Street: _____

City: _____

State: _____

Zip: _____

Details of Grievance

Date and time of incident/matter being grieved: _____

Detailed description of incident/matter being grieved including names of other persons involved, if any:

List Personnel Board Rules & Regulations and/or organizational policies related to this incident/matter, if any:

Describe the substantial term or condition of your employment adversely affected by the incident/matter being grieved:

Provide any proposed solution to this grievance:

Supervisor Contact Information

Supervisor Name: _____

Work Phone: _____

Supervisor Job Title: _____

Email Address: _____

Department Head Contact Information

Dept Head Name: _____

Work Phone: _____

Dept Head Job Title: _____

Email Address: _____

Date and Signature

Grievant Signature

Date Form Submitted to Supervisor: _____

This form should be submitted to your supervisor within seven days of the grieved incident. A copy of this form must be filed with the Employee Relations Department of the Personnel Board of Jefferson County upon submission to the grievant's supervisor. The scanned form may be sent to EmployeeRelations@pbjcal.org.