

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 3, the grievant should thoroughly review and consider any information provided by the department head in Form 2B. This Form 3 is the final submission in the grievance procedure and should be completed by the grievant *only if he/she is dissatisfied with the response provided by the supervisor in Form 2B* and wishes to submit the grievance to the Personnel Board for a determination on whether the matter is adjustable under Rule 15 of the Personnel Board Rules & Regulations and subject to a hearing. **This Form 3 should be submitted to the Personnel Board Employee Relations Department (EmployeeRelations@pbjcal.org), with a copy provided to the department head, within five calendar days of receipt of Form 2B (or within five calendar days of the due date of Form 2B, if the department head fails to respond).** 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 2B

Did you receive a Form 2B response from your department head? Yes No

If you indicated "Yes" above, indicate the date the Form 2B was submitted to you: _____

Provide any additional information pertinent to the issue being grieved or response provided by your department head in Form 2B:

Date and Signature

_____ Date Form Submitted to the Personnel Board: _____
Grievant Signature

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