

Return completed form: via email to [Seniority@sjgov.org](mailto:Seniority@sjgov.org) or by mail to San Joaquin County Human Resources, 44 N. San Joaquin Street, Suite 330, Stockton, CA 95202

The Human Resources Division has provided you with information about your seniority credit with San Joaquin County. If after reviewing the information provided concerning your seniority hours, you do not believe the information is accurate, you must submit this form with a specific reason for the suspected error to the Human Resources Division no later than 5:00 pm on February 25, 2026. Submission of this form constitutes a Step 3 grievance in accordance with the Grievance Procedures listed in the Memorandum of Understanding. A representative from the Human Resources Division will contact you within 5 days of the receipt of this grievance at the contact phone number you list below. Please keep a copy of this completed form for your records.

**Please note:** Seniority hours were last posted for San Joaquin County employees on February 24, 2025. Seniority hours posted at that time had been calculated through December 15, 2024. Grievances submitted will only cover seniority hours for the period of December 16, 2024 to December 14, 2025, which represents twenty-six pay periods. Employees who receive full seniority credit for those twenty-six pay periods earned a total of 2080 seniority hours.

Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Seniority Hire Date: \_\_\_\_\_  
Seniority Hours: \_\_\_\_\_  
Hours PTD: \_\_\_\_\_  
Dept Name: \_\_\_\_\_  
Classification: \_\_\_\_\_

I believe my seniority calculation or other information provided may be in error for the following reason: (Please be specific.)

Signature

Date

Please contact me at: 

Daytime Phone Number

Email Address

For HR Processing Only

Received:	Date:	Method:
Initial Contact with EE	Date:	Staff:
Secondary Contact	Date:	Staff:
Resolution:		
Notes:		