STEP TWO

X-G6 NOTICE TO MEET WITH A MEDIATOR

For Board Use:
Year:
Board No.:

Grievant: _____
(last) (first) (middle)

Home Address: _____

Date Grievance was Received: _____

_____

Issue: _____

_____

This is to acknowledge receipt of your above-mentioned grievance and to advise you that mediation has been scheduled at:

Place: _____

Union – Room: _____

College – Room: _____

Date/Time: _____

Would you arrange your employee responsibilities in order to attend this mediation as the time restraints under the contract require a meeting within forty (40) days from receipt of your grievance.

_____ _____
Name Date

Office of the General Counsel, Massachusetts Community Colleges
c/o Middlesex Community College
591 Springs Road, Building 2
Bedford, MA 01730

cc: Consultant for Higher Education/MCCC-DAY, MTA, 2 Heritage Drive, 8th Floor, Quincy, MA 02171
Dennis Fitzgerald, MCCC Grievance Coordinator, 170 Beach Road #52, Salisbury, MA 01952
College President