

DIVISION OF CONTINUING EDUCATION
STEP TWO MEDIATION REQUEST

To be completed by the grievant and forwarded to the Office of the General Counsel for the Community Colleges within twenty (20) days after receipt of the Step One Decision (DCE-G4) or within fifty (50) days after the receipt by the President of the Step One Grievance Form (DCE-G1), whichever is sooner [see Art. 7.05(B)].

For the Board: _____

Year: _____

Board No.: _____

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

GRIEVANT: _____

GRIEVANT'S ADDRESS: _____

INSERT COLLEGE NAME: _____

DATE OF DECISION OF PRESIDENT: _____

Please be advised that I am hereby submitting notice of my election to proceed to Step TWO, Mediation, of the grievance procedure.

REMEDY SEEKING:

Signature

Date

cc: Consultant for Higher Education, MCCC/MTA, 2 Heritage Drive, 8th Floor, Quincy, MA 02171
Joseph Rizzo, MCCC DCE Grievance Coordinator, 44 Governor Dinsmore Road,
Windham, NH, 03087
President of the College
College Human Resource Office