

Written Request to Accrete Position into MCCC Day Unit

To College Human Resources Officer: _____

College: _____

Disputed Position(s)/Job Title*: _____

Statement of Petition: _____

Requested by**: _____

Union Representative

Title

Signature

Date of Request

Please attach job description(s) or posting(s), if available.

The representative of the Employer shall discuss the status of the position with the Union's representative within thirty (30) calendar days of receiving the request. The parties can agree to extend the timeline for this initial meeting/discussion.

cc: Dennis Fitzgerald, MCCC Day Grievance Coordinator, 170 Beach Road #52, Salisbury, MA 01952
MTA Higher Ed. Consultant for MCCC, Massachusetts Teachers Association, 2 Heritage Drive, 8th Fl.,
Quincy, MA 02171.

* Multiple positions with the same title and duties need only one Request to Accrete form. For ease of tracking, use a separate Request to Accrete form for each title.

** Requests to accrete positions may be made only by the MCCC President, MCCC Chapter President, or specified designee.

College's Response to Written Request to Accrete Position into MCCC Day Unit

To Union Representative: _____

Disputed Position(s)/Job Title*: _____

College: _____

_____ Parties agreed to extend Step I beyond 30 days?_
Date of Request

Accreted into unit _____ Not Accreted _____ Date: _____

College Representative Title

cc: Dennis Fitzgerald, MCCC Day Grievance Coordinator, 170 Beach Road #52, Salisbury, MA 01952
MTA Higher Ed. Consultant for MCCC, Massachusetts Teachers Association, 2 Heritage Drive, 8th Fl.,
Quincy, MA 02171

* Multiple positions with the same title and duties need only one Response form. For ease of tracking, use a separate Response form for each title.

** Requests to accrete positions may be made only by the MCCC President, MCCC Chapter President, or specified designee.

Accretion Appeal to Joint CAS Committee

To: MTA Higher Ed. Consultant for MCCC, 2 Heritage Drive, 8th Floor, Quincy, MA 02171

Office of the General Counsel for the Community Colleges, c/o Middlesex Community College, 591
Springs Rd., Bldg 2, Bedford, MA 01730

Disputed Position(s)/Job Title*: _____

College: _____

Appealed by**: _____
Union Representative Date

The Union Representative shall submit this form with a copy of Written Request (Form A), posting/job description, up to one-page written statement, and other supporting documentation.

The College shall have the opportunity to provide the addressees with a one-page statement and supporting documentation prior to the meeting of the addressees to review the position.

All efforts shall be made to submit this appeal and any statements and documentation to the above-listed addressees prior to the first day of the month that the committee next meets. The J.C.C. meets in committee to decide accretion requests two times a year--once in November and once in March. If the material is not received in advance of the meeting, the committee might not have adequate ability to evaluate the position.

cc: Dennis Fitzgerald, MCCC Day Grievance Coordinator, 170 Beach Road #52, Salisbury, MA 01952

Human Resources Officer _____, _____

Community College, _____

* Multiple positions with the same title and duties need only one Appeal form. For ease of tracking, use a separate Appeal form for each title.

** Requests to Appeal positions may be made only by the MCCC President, MCCC Chapter President, or specified designee.

Decision of Joint CAS Committee

To: Union Representative** _____

Human Resources Officer _____, _____ Community College,

Disputed Position(s)/Job Title*: _____

College: _____

Date of Appeal to J.C.C: _____

DECISION OF J.C.C.:

Accreted into unit **Not Accreted** Date: _____

Not Resolved

On Behalf of College Representatives to the Joint CAS Committee Title

On Behalf of Union Representatives to the Joint CAS Committee Title

A decision not resolved by the Joint CAS Committee shall be submitted to binding mediation with Forms A, B and attachments. Mediation shall be scheduled once in December and once in May.

cc: Dennis Fitzgerald, MCCC Day Grievance Coordinator, 170 Beach Road #52, Salisbury, MA 01952
MTA Higher Ed. Consultant for MCCC, 2 Heritage Drive, 8th Floor, Quincy, MA 02171
Office of the General Counsel for the Community Colleges, c/o Middlesex Community College, 591 Springs Road, Building 2, Bedford, MA 01730