

DIVISION OF CONTINUING EDUCATION
STEP ONE DECISION

For the Board: _____

Year: _____

Board No.: _____

GRIEVANT: _____

COLLEGE: _____

After reviewing the complaint and supporting evidence attached thereto and after meeting with the grievant for the purpose of resolving the grievance on _____, 20____, I make the following decision:

1. Statement of Facts:

2. Issue(s) presented by the grievant, including specific contract provisions alleged to have been breached:

3. Decision and Reason(s) for Decision:

4. Remedy offered, if appropriate:

President or Designee

Date (must be issued within thirty
(30) days after receipt of grievance)

cc: Joseph Rizzo, MCCC DCE Grievance Coordinator, 11 Church Street, Unit 204, Salem, MA 01970
MTA Consultant for Higher Education, MCCC/MTA, 2 Heritage Drive, 8th Floor, Quincy, MA 02171
President of the College
College Human Resources Office

N.B. You have the right to appeal this Decision to Step Two by filing an appeal on Form DCE-G5 within twenty (20) days after receipt of this decision.