Form DCE-G5

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

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Home Address

cc: Consultant for Higher Education, MCCC/MTA, 2 Heritage Drive, 8th Floor, Quincy, MA

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Joseph Rizzo, MCCC DCE Grievance Coordinator, 11 Church Street, Unit 204, Salem, MA 01970

President of the College

 College Human Resource Office