

**Form DCE-G4**

**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. [Grievance-DCE@mccc-union.org](mailto:Grievance-DCE@mccc-union.org)  
MTA Consultant for Higher Education, MCCC/MTA, [mtaconsultant@mccc-union.org](mailto:mtaconsultant@mccc-union.org)  
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-G5E within twenty (20) days after receipt of this decision.**