

**Form DCE-G5**

**(Unless otherwise agreed, this form shall only be used for the six month period commencing upon the ratification of the parties current CBA) Note: This caveat is because management is doing a trial run of using email communications.**

**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 of the Community Colleges  
[MCCCDCEmediationrequest@middlesex.mass.edu](mailto:MCCCDCEmediationrequest@middlesex.mass.edu)

AND

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: \_\_\_\_\_

GRIEVANT'S EMAIL COLLEGE ADDRESS (IF UNAVAILABLE, ALTERNATIVE EMAIL 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, mtaconsultant@mccc-union.org  
Joseph Rizzo, MCCC DCE Grievance Coordinator, Grievance-DCE@mccc-union.org  
President of the College  
College Human Resource Office