

X-G1 STEP ONE COMPLAINT

For Board Use:
Year:
Board No.:

TO PRESIDENT* _____

TO PRESIDENT’S DESIGNEE (C/O HUMAN RESOURCES OFFICE) * _____

*(The Step One Grievance must be filed with the President of the College and the President’s designee and **may be submitted to the designated College’s Human Resources email address.**)

GRIEVANT _____
(last) (first) (middle)

WORK AREA _____

DATE(S) OF ALLEGED CONTRACT VIOLATION _____

Statement of Grievance (State all known facts pertaining to the alleged breach on which the grievance is based. All evidence supporting your claim must be attached hereto. If additional space is needed, please attach additional pages, appropriately captioned.)

Specific Contract Violations Alleged to Have Been Violated:

Remedy:

Name Date

Email Address (College unless Grievant is no longer a college employee, then personal email address)

Telephone Number (and if desired personal)

cc: Dennis Fitzgerald (or Current MCCC Grievance Coordinator), Grievance-DAY@mccc-union.org
Consultant for Higher Education/MCCC-DAY, mtaconsultant@mccc-union.org
President’s Designee c/o Human Resources via College email