

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: mcccteam@massteacher.org
MTA Field Representative/Organizer
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.