

**STEP ONE COMPLAINT**

For Board Use:
Year:
Board No.:

**TO PRESIDENT** \_\_\_\_\_

**GRIEVANT** \_\_\_\_\_  
(last) (first) (middle)

**WORK AREA** \_\_\_\_\_

**DATE(S) OF ALLEGED CONTRACT VIOLATION** \_\_\_\_\_

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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.):

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**Specific Contract Provisions Alleged to Have Been Violated:**

**Remedy Requested:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Home Address (include zip code)

\_\_\_\_\_  
Telephone

cc: Dennis Fitzgerald, MCCC Grievance Coordinator, 170 Beach Road #52, Salisbury, MA 01952  
MTA Consultant for Higher Education, MCCC/MTA, 20 Ashburton Place, Boston, MA 02108

N.B. This complaint must be filed within 30 calendar days.

**ASSOCIATION EVIDENCE**

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1. List on this cover sheet all documentary evidence you intend to use to support your grievance.
2. Attach copies of all evidence to this sheet and identify each document with the number assigned below.

Description of Evidence

(Include Dates of Correspondence)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.