STEP TWO

NOTICE TO MEET WITH A MEDIATOR

For Board Use:
Year:
Board No.:

Grievant: _____
(last) (first) (middle)

Home Address: _____

Date Grievance was Received: _____

_____

Issue: _____

_____

This is to acknowledge receipt of your above-mentioned grievance and to advise you that mediation has been scheduled at:

Place: _____

Union – Room: _____

College – Room: _____

Date: _____

Time: _____

Would you arrange your employee responsibilities in order to attend this mediation as the time restraints under the contract require a meeting within forty (40) days from receipt of your grievance.

_____ _____
Name Date

Office of the Community College Counsel
Middlesex Community College
Main Campus, Building #2, Springs Road
Bedford, MA 01730 - Office: 781-275-9400

cc: Katie D'Urso, Consultant for Higher Education, MTA, 20 Ashburton Place, Boston, MA 02108
Dennis Fitzgerald, MCCC Grievance Coordinator, 170 Beach Road #52, Salisbury, MA 01952
College President