

DIVISION OF CONTINUING EDUCATION
STEP ONE COMPLAINT

For the Board: _____

Year: _____

Board No.: _____

TO: IMMEDIATE SUPERVISOR _____

GRIEVANT: _____

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 Provisions Alleged to Have Been Violated:

Remedy Requested:

Signature Date

Home Address (include zip code)

Telephone

cc: President of the College

Joseph Rizzo, MCCC DCE Grievance Coordinator, 44 Governor Dinsmore Road,
Windham, NH, 03087

Michelle Gallagher, MTA Consultant for Higher Education, MCCC/MTA, 20 Ashburton
Place, Boston, Boston, MA 02108.

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

DIVISION OF CONTINUING EDUCATION
ASSOCIATION EVIDENCE

For the Board: _____

Year: _____

Board No.: _____

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.