As you know, SPA or a grievant may appeal a grievance decision to Step 2 within two weeks of receipt of the Step 1 decision. In the past we have not established a formal and uniform system for distributing decisions to either grievants or SPA grievance chairmen. As a result, it has been necessary to rely on testimony to establish the timeliness of appeals to Step 2 and beyond.

We feel that it would be more appropriate for both Step 1 and Step 2 decisions to be sent by certified mail rather than by regular U.S. mail, campus mail or even hand delivery, so that the dates of receipt of decisions can be firmly identified for use of both parties. We appreciate your cooperation in this effort.

Kenneth M. MacKenzie

cc: Chancellor Boyer
bc: Mr. Osterman
Mr. Kershaw
Executive Staff:
   Mr. Block
   Mr. Dearing
   Mr. Ertell
   Mr. Ingier
   Mr. Lanford
   Mr. Relihan
   Mr. Smoot
   Mr. Spindler
   Mr. Thorne

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