



State University of New York

Memorandum to Presidents

Date: May 3, 1973


Vol. 73 No. 4

From: Office of Personnel and Employee Relations

Subject: Step 1 Grievance Responses - SPA Agreement

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 *D*

Mr. Ertell

Mr. Ingler

Mr. Lanford

Mr. Relihan

Mr. Smoot

Mr. Spindler

Mr. Thorne

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FOR ACADEMIC PROGRAMS