

**STATE OF OREGON**  
**ERB Training and/or Facilitation Request Form**  
**For Interest Based Bargaining or**  
**Labor-Management Cooperation Committee Training**

A joint request for training may be made by downloading this form and mailing, faxing or e-mailing it to the address below. Upon receipt of this request, an ERB trainer will contact the parties to discuss training needs and options. If, after this discussion, the parties elect to move forward with training and/or facilitation, scheduling will occur. All correspondence should be submitted to:

**ERB Conciliation Service**  
528 Cottage St. NE, Suite 400  
Salem, OR 97301-3807  
(Emprel.Board@oregon.gov; Fax: 503-373-0021; Phone: 503-378-6471)

Name and address of Employer:	Name of Bargaining Unit:
Name, address, phone, fax and e-mail for the Employer's contact person:	Name, address, phone, fax, and e-mail for the Bargaining Unit's contact person:
<i>Note: Please indicate billing address here only if different from Employer's contact person:</i>	<i>Note: Please indicate billing address here only if different from Bargaining Unit's contact person:</i>
<p>5. What are you interested in (check one or both):</p> <p><input type="checkbox"/> Interest Based Bargaining Training and/or Facilitation</p> <p><input type="checkbox"/> Labor Management Committee Training and/or Facilitation</p>	

Names and/or Signatures:

Submitted by: \_\_\_\_\_

Date \_\_\_\_\_

Acknowledgement by Other Party\* \_\_\_\_\_

Date \_\_\_\_\_

\*Unless otherwise provided for in your collective bargaining agreement, both the employer and the exclusive bargaining representative (Union) must agree to training. Evidence of this agreement must be submitted to ERB, either in the form of a request signed by both parties or by separate communications from each party.

## **Training Fees**

*Do not submit any fees with your request. Parties will be billed at the time of service. Any pre-meetings or presentations to acquaint parties with the interest-based problem solving process and/or training format options occur at no cost to parties.*

The fee for local government agencies for a two-day Interest-Based Bargaining or Labor Management Committee training is \$2,500. This amount can be divided in any manner agreed to by the two parties. The fee also includes two additional days of post-training facilitation services to help the parties with implementation. The one day training costs \$1,500 and includes one additional day of facilitation service. The charge for the four-hour overview is \$700 with no follow up or facilitation. Additional facilitation services are available for \$60/hour. State agencies pay an interagency assessment and are not subject to fees for State Conciliation services.

If you have any questions, e-mail [Emprel.Board@oregon.gov](mailto:Emprel.Board@oregon.gov) or call (503) 378-6471.

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