

**STATE OF OREGON**  
**ERB Mediation Request Form**  
**For Grievances under a Collective Bargaining Agreement**

A request for mediation may be made by downloading this form and mailing, faxing or emailing it to the address below. You may also request mediation using a different format; however, the data requested in this form should be included. All correspondence should be submitted to:

ERB Conciliation Service  
528 Cottage St. NE, Suite 400  
Salem, OR 97301-3807

(Emprel.Board@state.or.us; Fax: 503-373-0021; Phone: 503-378-6471)

1 Name and address of Employer:	2 Name of Bargaining Unit:
3 Name, address, phone, fax and e-mail for the Employer's contact person:	4 Name, address, phone, fax, and e-mail for the Bargaining Unit's contact person:
5 a) Name of grievance(s):  b) Grievance issue(s):	6. CHECK APPROPRIATE BOX(S): <input type="checkbox"/> This mediation request is made pursuant to our current collective bargaining agreement, Article __ (attach relevant Article); OR <input type="checkbox"/> The parties jointly request grievance mediation.*
7 Date of arbitration hearing, if scheduled:	8 Possible meeting dates/times and/or restrictions on same:

9 Names and/or Signatures:

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Acknowledgment by other party\*

\_\_\_\_\_  
Date

\*Note: Unless otherwise provided for in your collective bargaining agreement, both the employer and the exclusive bargaining representative (Union) must agree to mediation for contract grievances. 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.

## ERB GRIEVANCE MEDIATION REQUEST FORM

This form is to be used to request mediation of a grievance filed under a collective bargaining agreement. Unless otherwise provided for in the collective bargaining agreement, both the employer and the exclusive bargaining representative must agree to grievance mediation. Only the Employer or Union/Association may make a request for mediation of contract grievances.

1. Insert the name and address of the Employer.
2. Insert the name of the Bargaining Unit, as described in the Labor Agreement
3. Insert the name, mailing address, phone number, fax number and e-mail address of the Employer's contact person.
4. Insert the name, mailing address, phone number, fax number and e-mail address of the Bargaining Unit's contact person.
5. a) Insert the name of the grievance(s).  
b) Briefly identify the disputed issue(s) to be addressed in mediation.
6. Check the appropriate box. If grievance mediation is provided for under your labor agreement: check the first box, indicate the applicable article number, and attach a copy of the article. If mediation is not provided for under your labor agreement or your agreement requires a joint request: check the box indicating parties are jointly requesting grievance mediation.
7. Insert the date of the arbitration hearing, if scheduled.
8. Indicate potential dates you or both parties have available for the mediation. This is not required, but providing dates will expedite scheduling of mediation.
9. If submitting by fax or mail: Sign this form and insert the date this form is mailed/faxed  
If e-mailing: Insert the name of the person submitting the request and the date the request is e-mailed.  
In either case: Either a copy of the contract article providing for grievance mediation or evidence of both parties' agreement to grievance mediation must be communicated to ERB. Agreement may be communicated by phone, e-mail, fax or mail.

### Cost of Mediation:

*Do not submit any fees with your request.* The cost of grievance mediation for a local government employer and the corresponding exclusive representative is \$250 per party. Parties will be billed at the time of the mediation. Mediation services for State agencies and unions representing state employees are provided for through an inter-agency assessment.

If you have any questions, contact us at [Sandra.Elliott@state.or.us](mailto:Sandra.Elliott@state.or.us) or (503) 378-6471.