

**Oregon Employment Relations Board
Arbitrator and Factfinder Panel Application**

Application may be made by downloading this form and mailing, faxing or e-mailing it 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)

Please indicate below the panel(s) to which you are applying:

Grievance Arbitration Panel _____
Factfinding/Interest Arbitration Panel _____

I. Current Biographical Information

1. **Name:** (Mr./Ms./Prof./ Dr.) _____

2. **Current Occupation(s):**
Occupation: _____ **Since:** _____
Occupation: _____ **Since:** _____
Occupation: _____ **Since:** _____

3. **Address:**
Business Address 1 & Preferred Mailing Address:
Street _____
City, State, Zip _____
Phone _____ Fax _____
Email _____

4. **Business Address 2:**
Street _____
City, State, Zip _____
Phone _____ Fax _____
Email _____

5. **Professional Licenses or Certifications:** _____

6. **Professional Memberships:** NAA; AAA; LERA;
 Other (list): _____

7. **Current Corporate, Organization, or Governmental Positions held, if any**
(full-time, part-time, elected or appointed): _____

8. **Language Proficiency** (fluent only): Spanish ____; Other (list): _____

9. **Fee Schedule**

Per Diem: _____

Cancellation Policy: _____

Travel and Other Charges: _____

II. Arbitration Experience

1. **Current Arbitrator or Fact Finder Rosters:** FMCS ____; AAA____; Other (list): _____

2. **Permanent Arbitrator Panels, if any:** _____

3. **Types of Arbitration Cases In Which I Have Experience as an Arbitrator (check all that apply):**

Grievance Interest Arbitration Factfinding Expedited

4. **Public Jurisdictions With Which I Have Experience (check all that apply):**

K-12 Schools Higher Education/Community College General City/County
 State Nurses Transit Corrections
 Police/Fire/Parole/911 Home Care

5. **Issues You Have Decided:**

6. **Number of Cases in Last Two Years (from _____ to _____):**

First, specify the number of cases in which you were selected as an arbitrator in the last two years in the categories below. Next indicate the number of awards you issued during this same period of time. Please specify the dates of the 2 year time frame above. Cases may be included in more than one category.

a) **Public Sector**
Selections: _____ Awards Issued: _____

b) **Private Sector**
Selections: _____ Awards Issued: _____

- c) Fact Findings or Interest Arbitrations
Selections: _____ Awards Issued: _____

7. Arbitration Awards Submitted: *Submit two arbitration awards with your application. If you do not have arbitration awards to provide, other types of decisions, such as hearing officer decisions, may be submitted at the discretion of the agency. If you have not previously worked in a decision-making capacity, you should contact us regarding substituting an internship for this requirement. If you are applying to the interest arbitration panel, you must also include an interest arbitration or fact finding award.*

III. Prior Experience, Education & Other Relevant Information

1. Educational Background

| | <u>Institution</u> | <u>Major</u> | <u>Degree</u> | <u>Year</u> |
|----|--------------------|--------------|---------------|-------------|
| 1) | _____ | _____ | _____ | _____ |
| 2) | _____ | _____ | _____ | _____ |
| 3) | _____ | _____ | _____ | _____ |

2. Employment History

You may attach a resume if it includes the following information. Otherwise, please provide the information requested below. List your past employment in order of the most recent first.

- 1) Firm/Business: _____
Title _____ Dates: _____
- 2) Firm/Business: _____
Title _____ Dates: _____
- 3) Firm/Business: _____
Title _____ Dates: _____
- 4) Firm/Business: _____
Title _____ Dates: _____

3. Other Relevant Information, if any: _____

IV. Professional References

ERB requires two references in each category: labor, management and neutral (Ex: arbitrator, mediator, judge or fact finder). ERB prefers references from Oregon that have experience in collective bargaining, labor relations and/or arbitration. To avoid delays in your application process, we suggest that you provide three names in each category. ERB will write to the references to seek information directly from them.

Labor (only two names required):

Name: Position/Title:
Company: Phone:
Address: **Email:**

Name: Position/Title:
Company: Phone:
Address: **Email:**

Name: Position/Title:
Company: Phone:
Address: **Email:**

Management (only two names required):

Name: Position/Title:
Company: Phone:
Address: **Email:**

Name: Position/Title:
Company: Phone:
Address: **Email:**

Name: Position/Title:
Company: Phone:
Address: **Email:**

Neutral (only two names required):

Name: Position/Title:
Company: Phone:
Address: **Email:**

Name: Position/Title:
Company: Phone:
Address: **Email:**

Name:
Company:
Address:

Position/Title:
Phone:
Email:

IV. Certification and Signature

I affirm that the information I have provided is accurate, complete and true to the best of my knowledge. I authorize the Employment Relations Board to verify any information contained herein. I affirm that if I am appointed to the ERB panel, I will abide by the ERB rules for arbitrators (OAR 115-040-0030 – 115-040-0035). Specifically, I certify that I am not currently an “advocate” as defined under OAR 115-040-0030(2)(c) and that I will immediately notify ERB should I undertake any activities that fall within the “advocate” definition.

Date

Signature

Note: Effective January 1, 2008, pursuant to SB 58, there will be a \$50 application fee and a \$100 annual fee for arbitrators on the ERB panel.

STATE OF OREGON
ERB Arbitrator Panel Application Directions

1. Download and complete the information requested in the application.
2. Send the application by mail, fax or email to:

ERB Conciliation Service
528 Cottage St. NE, Suite 400
Salem, OR 97301-3807
Emprel.Board@oregon.gov
Fax: 503-373-0021
3. Remember to enclose two arbitration awards and the \$50 application fee* made out to the Employment Relations Board.
4. Upon receipt, your application will be reviewed by the State Conciliator solely to determine that all necessary information has been submitted. Assuming the application is complete, references will then be requested. Once all references have been received, the application and submitted material will be reviewed by the State Conciliation, who will make a recommendation to the ERB Board Chair.
5. You will be notified of the Board Chair's decision. If your application is accepted, you will be asked to submit a resume, which will be sent to the parties by the agency when your name appears on a list and be included on the ERB website. The resume may be no more than two one-sided pages, including your fee schedule. ERB adds new arbitrators, to its panel twice a year, in January and July.

* After January 1, 2008, pursuant to SB 58, there is a \$50 application fee and a \$100 annual fee for arbitrators on the ERB Arbitration Panel.