

**STATE OF OREGON**  
**ERB Mediation Request Form**  
**For Appeals under the State Personnel Relations Law (SPRL)**

Please complete all information requested below. This form may be emailed, mailed, or faxed.

Submit your completed form to:

**ERB Conciliation Service**  
[ERB.Filings@ERB.oregon.gov](mailto:ERB.Filings@ERB.oregon.gov)  
 ERB Conciliation Service,  
 528 Cottage St. NE, Suite 400,  
 Salem OR 97301-3807 Fax: 503-373-0021

State Agency Name and Address:	Appellant (Employee) Name and Address:
Agency Representative (Address/Phone/Email/Fax):	Appellant Representative, if any(Address/Phone/Email/Fax):
ERB Case Number:	Name of Administrative Law Judge (ALJ):
ERB Hearing Date (if known):	Preferred meeting dates / times:
Preferred Meeting Format for Initial Meeting*  In-person Virtual Hybrid (some team members appearing in person and others virtually)  Describe:  No preference	
*final determination of format will be made by the Conciliation Service	
Submitted by ( <i>sign &amp; date</i> ):	Acknowledgment by Other Party* ( <i>sign &amp; date</i> ):
State of Oregon Representative	Employee or Employee's Representative
Date	Date

\* All parties must agree to mediation in a SPRL case. Evidence of such agreement must be submitted to ERB, either in the form of a request signed by both parties OR by separate communications from each party indicating their agreement.

## **State Personnel Relations Law (SPRL) Appeal Mediation**

*Do not submit any fees with your request.*

This form can be used to request for mediation of an appeal filed by a State of Oregon employee under ORS 240.560 or 240.570 only. All parties must agree to mediation in a SPRL appeal. Requests for mediation may also be made through the assigned Administrative Law Judge.

Mediation services for State agencies and their employees are provided for through an inter-agency assessment (there is no separate fee).

If you have questions, contact the Mediation Coordinator at [ERB.Filings@ERB.Oregon.gov](mailto:ERB.Filings@ERB.Oregon.gov) or (503) 378-6471.