

**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**

[Emprel.Board@oregon.gov](mailto:Emprel.Board@oregon.gov)

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

Fax: 503-373-0021

<b>State Agency Name and Address:</b>	<b>Appellant (Employee) Name and Address:</b>
<b>Agency Representative (Address/Phone/Email/Fax):</b>	<b>Appellant Representative, if any (Address/Phone/Email/Fax):</b>
<b>ERB Case Number:</b>	<b>Name of Administrative Law Judge (ALJ):</b>
<b>ERB Hearing Date (if known):</b>	<b>Preferred meeting dates / times:</b>
<b>Submitted by (<i>sign &amp; date</i>):</b>	<b>Acknowledgment by Other Party* (<i>sign &amp; date</i>):</b>
<b>State of Oregon Representative</b> <span style="float: right;"><b>Date</b></span>	<b>Employee or Employee's Representative</b> <span style="float: right;"><b>Date</b></span>

\* 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 [Emprel.Board@oregon.gov](mailto:Emprel.Board@oregon.gov) or (503) 378-6471.