

INSTRUCTIONS FOR REQUESTING MEDIATION SERVICES

Confirm You are Using the Correct Mediation Request Form. The Conciliation Service has separate forms for Collective Bargaining Mediation, Expedited Bargaining Mediation, Grievance Mediation, ULP Mediation, State Personnel Relations Law (SPRL) Mediation, and Training.

Submission Methods: You may submit your request by using our online [Case Management System-CMS](#) (preferred). You may also email the request to ERB.Filings@ERB.oregon.gov.

Completing the Form: All sections of the form must be completed before a mediator is assigned and scheduling discussions begin.

Meeting Format: (in-person, virtual, hybrid): Check your preference for format and use the *Describe* area to elaborate as needed, or to indicate each party's preference if submitting jointly. When selecting Hybrid, use the *Describe* area to detail how many team members will be participating per format (in-person/virtual) and their roles (attorney, HR Director, Union President, etc.). Meeting format will ultimately be determined by the Conciliation Service.

Fees and Invoicing: Do not submit any fees with your request.

The cost of mediation for a local government employer and corresponding exclusive representative is:

\$1,000 for the first two mediation sessions (\$500 per party);
\$625 for the third mediation session (\$312.50 per party);
\$625 for the fourth mediation session (\$312.50 per party); and
\$1,000 for each additional mediation session (\$500 per party).

Parties will be billed *after* the first mediation session.

Mediation services for State agencies and labor organizations representing State employees are provided for through an interagency assessment (there is no separate fee).

If you have questions, contact the Mediation Coordinator at Emprel.Board@ERB.oregon.gov or (503) 378-6471.