

**STATE OF OREGON, EMPLOYMENT RELATIONS BOARD, CONCILIATION SERVICES  
MEDIATION REQUEST FOR COLLECTIVE BARGAINING MATTERS UNDER ORS 243.712**

Submit your request for mediation by completing this form and uploading it to our online [Case Management System-CMS](#).  
Alternative filing options detailed in the instructions.

<b>Employer Name / Address:</b>	<b>Labor Organization Name / Address:</b>
<b>Employer Rep Contact Address/Phone/Email:</b>	<b>Labor Organization Rep Contact Address/Phone/Email:</b>
<b>Billing Contact Address/Phone/Email</b> (if different than above):	<b>Billing Contact Address/Phone/Email</b> (if different than above):
Date the 150 days of negotiations began: <i>Per ORS 243.712, the 150-day period shall begin when the parties meet for the first bargaining session and each party has received the other party's initial proposal or on an alternative date to which the parties agree in writing.</i> (Date must be entered as XX/XX/XX)	Check One:      Strike Permitted Unit      Strike Prohibited Unit <i>As defined in ORS 243.736</i>  This request is for:      New Contract Successor Contract Reopener
Have the parties bargained for 150 days or more?	Number of employees represented in this unit:
Yes      No <sup>1</sup>	
<b>Unresolved Issues:</b>	<b>Preferred meeting dates and times:</b>
<b>Preferred Meeting Format for Initial Meeting*</b>  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	
<b>Submitted by (<i>sign &amp; date</i>):</b>	<b>Acknowledgment by Other Party (<i>sign &amp; date</i>):</b>
Name Date	Name Date

<sup>1</sup>All parties must agree to mediation that occurs before the completion of 150 days of bargaining. 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.

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