PUBLIC EMPLOYMENT RELATIONS COMMISSION
112 Henry Street NE, Suite 300, Olympia WA 98506
PO Box 40919, Olympia WA 98504-0919
Phone: 360.570.7300 Email: filing@perc.wa.gov
Web: www.perc.wa.gov

Print Form

GRIEVANCE MEDIATION REQUEST

Applicable Rules: Chapters 391-08 and 391-55 WAC

PARTIES Include information for both parties involved.

EMPLOYER		**UNION**	
Contact		Contact	
Address		Address	
City, State, ZIP		City, State, ZIP	
Telephone	Ext.	Telephone	Ext.
Email		Email	

BARGAINING UNIT

*Note: If this request relates to more than one employee or bargaining unit, a separate request must be filed for each.

Indicate Bargaining Unit: _____

Department or Division _____

Collective Bargaining Agreement
If one exists, the bargaining unit's most recent collective bargaining agreement must be filed with this request.

GRIEVANCE Include the name of the grievant, a description of the grievance, and the number of employees involved.

AUTHORIZED SIGNATURES If request is not filed jointly, a copy must be served on the other party.

EMPLOYER		UNION	
Print Name		**Print Name**	
Address		Address	
City, State, ZIP		City, State, ZIP	
Telephone	Ext.	Telephone	Ext.
Email		Email	
Signature	Date	Signature	Date

INSTRUCTIONS FOR FILING A GRIEVANCE MEDIATION REQUEST **(Do not file this sheet with PERC)**

APPLICABLE RULES: The Public Employment Relations Commission (PERC) processes grievance mediation requests under Chapters 391-08 and 391-55 WAC. Rules are available at www.perc.wa.gov or 360.570.7300.

Who can file a grievance mediation request?

Individual employees cannot file for grievance mediation.

- The Employer or Union may file a request for grievance mediation.
- Grievance mediation requests may be submitted as a joint request. If not submitted jointly, the submitting party must serve a copy on the other party.

How should the grievance mediation form be completed?

- Provide contact information for the parties involved and those filing the request.
- Indicate the bargaining unit, and file a separate request for each bargaining unit or employee grievance.
- Include the name of the grievant; describe the nature of the grievance, and the number of employees involved. Attach additional sheets if needed.
- Include a copy of the current collective bargaining agreement.

Is grievance mediation a confidential process?

Grievance mediation meetings are confidential and are not open to the public. A mediator may not give testimony about the mediation in any legal or administrative proceeding. Confidentiality in grievance mediation is not complete:

- Verbal or written communications made to the mediator without the other party present are confidential and cannot be used in any legal proceeding arising from conduct during mediation.
- Verbal or written communications made directly to another party, or written communications delivered by the mediator with a party's consent, may be used in a legal proceeding arising from conduct during mediation.

Who may appear in a grievance mediation case?

For the petitioner:

- An individual signing on behalf of the petitioner is considered the representative of that party.
- If the filing party intends to have another representative as the primary contact, that person must file a notice of appearance.

For other parties:

- Until a notice of appearance is received by PERC, only the non-filing party's chief executive officer as listed on PERC's notice of case filing document will be served with papers from PERC.

How should the grievance mediation request be filed with PERC?

- Mail or Deliver the request to PERC's Olympia office (street and mailing addresses at top of form); or
- Email to filing@perc.wa.gov **AND** Mail the original request to PERC's Olympia office on the same day; or
- Fax to 360.570.7334 **AND** Mail the original request to PERC's Olympia office on the same day.

How should the grievance mediation request be served on other parties?

- A party filing with PERC must copy all the other parties to the case no later than the day it is filed with PERC.
- Service may be made personally; by first class, registered, or certified mail; by parcel delivery company; or by fax, email. Service made by fax or email must also be mailed to the party the same day.
- On the same day that service is completed, the person who completed the service must either: Obtain proof of delivery; or make a certificate of service stating the date and the method of service.