PUBLIC EMPLOYMENT RELATIONS COMMISSION
112 Henry Street NE, Suite 300, Olympia WA 98506
PO Box 40919, Olympia WA 98504-0919
Phone: 360.570.7300 | Fax: 360.570.7334
Email: filing@perc.wa.gov | Web: www.perc.wa.gov

Print Form

GRIEVANCE ARBITRATION REQUEST

Applicable Rules: Chapters 10-08, 391-08 and 391-65 WAC

PARTIES Include information for both parties involved.

EMPLOYER
Contact _____
Address _____
City, State, ZIP _____
Telephone _____ Ext. _____
Email _____

Attorney or Representative _____
Organization _____
Address _____
City, State, ZIP _____
Telephone _____ Ext. _____
Email _____

UNION
Contact _____
Address _____
City, State, ZIP _____
Telephone _____ Ext. _____
Email _____

Attorney or Representative _____
Organization _____
Address _____
City, State, ZIP _____
Telephone _____ Ext. _____
Email _____

BARGAINING UNIT Fill out completely.

Identify bargaining unit _____

Collective Bargaining Agreement
Requests for PERC staff arbitrators must include the bargaining unit's most recent collective bargaining agreement.

GRIEVANCE Describe the nature of the grievance and/or identify the names of the employees involved.

TYPE OF REQUEST

☐ Send a list of _____ Arbitrators from the Dispute Resolution Panel.

☐ Assign an arbitrator from the Commission's staff. Do both parties agree to request a staff arbitrator? ☐ Yes ☐ No

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

FOR EMPLOYER
Print Name _____
Address _____
City, State, ZIP _____
Telephone _____ Ext. _____
Email _____
Signature _____ Date _____

FOR UNION
Print Name _____
Address _____
City, State, ZIP _____
Telephone _____ Ext. _____
Email _____
Signature _____ Date _____

INSTRUCTIONS FOR FILING A PERC STAFF ARBITRATOR REQUEST **(Do not file this sheet with PERC)**

WHO CAN FILE A STAFF ARBITRATOR REQUEST?

Individual employees cannot file for a staff arbitrator, only the parties who have signed the collective bargaining agreement:

- The Employer or Union may file a request for arbitration as the exclusive bargaining representative.
- PERC staff arbitrator requests may be submitted as a joint request. If not submitted jointly the submitting party must serve a copy on the other party.

COMPLETING THE FORM

- Provide contact information for the parties involved, the attorneys representing them and those filing the request.
- Identify the bargaining unit and include a copy of the current collective bargaining agreement
- Describe or nature of the grievance to be resolved in arbitration. Attach additional sheets if necessary.
- Indicate whether both parties agree to request a PERC staff arbitrator.

CASE REPRESENTATIVES

For the filing party:

- An attorney or representative signing on behalf of a party is presumed to be appearing on the filing party's behalf and will be considered the representative of that party.
- If the filing party designates another attorney or representative as primary contact, that person must file a notice of appearance.

For the non-filing party:

- Until a notice of appearance is received by PERC, only the non-filing party's chief executive officer or designee as listed in PERC's notice of case filing document will be served with papers by the Commission.
- It is the non-filing party's responsibility to notify PERC if it wishes to designate another individual as its primary contact person.

FILING AND SERVICE

Forms may be submitted by email attachment, fax, mail, or in person.

- Email to filing@perc.wa.gov
- Fax to 360.570.7334
- Mail to P.O. Box 40919, Olympia, WA 98504-0919
- Hand Deliver to 112 Henry St. NE, Olympia, WA 98506

Service is required on all parties to the case and is considered complete when it is received by email or put into the mail. A certificate of service is required to show when and to whom the document was sent. (A certificate of service can be found at perc.wa.gov/file-a-case).