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 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)**

COMPLETING THE FORM

- 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.

CASE REPRESENTATIVES

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.

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).