



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

CONTRACT 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 bargaining unit, a separate request must be filed for each unit.

Indicate Bargaining Unit _____

Number of Employees in Bargaining Unit _____

Collective Bargaining Agreement:

- The parties have never had a contract.
- A copy of the most current contract is attached.

Bargaining History

Number of meetings in current negotiations: _____

This bargaining relationship has existed since: _____

Date of first meeting in current negotiations: _____

Do both parties agree to request mediation? _____

ISSUES IN DISPUTE The specific issues in dispute, and the parties' positions on those issues are (attach extra sheets if needed):

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 _____

APPLICABLE RULES: The Public Employment Relations Commission (PERC) processes contract 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 contract mediation request?

Individual employees cannot file a request for contract mediation.

- The Employer or Union may file a request for contract mediation.
- Contract 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 contract mediation form be completed?

- Provide contact information for the parties involved and those filing the request.
- Indicate the bargaining unit, the number of employees, and the bargaining history.
- Describe or list the disputed issues to be resolved in mediation. Attach additional sheets if necessary.
- Include a copy of the current collective bargaining agreement.
- Parties are encouraged to submit copies of their latest written proposals on each issue in dispute.

Is contract mediation a confidential process?

Contract 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 contract 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 contract 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 contract mediation request be filed with PERC?

- Mail or Deliver the request to PERC's Olympia office (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 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.