



GRIEVANCE ARBITRATION REQUEST

PARTIES Include information for both parties involved.

EMPLOYER

Contact _____

Title _____

Address _____

City, State, ZIP _____

Telephone _____ Ext. _____

Email _____

UNION

Contact _____

Title _____

Address _____

City, State, ZIP _____

Telephone _____ Ext. _____

Email _____

BARGAINING UNIT

Identify bargaining unit _____

Collective Bargaining Agreement (CBA)

Requests for PERC staff arbitrators must include the bargaining unit's most recent CBA.

GRIEVANCE Describe the grievance and provide the names of the employees involved.

TYPE OF REQUEST Select ONE of the following two options.

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

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

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

EMPLOYER

Name _____

Title _____

Address _____

City, State, ZIP _____

Telephone _____ Ext. _____

Email _____

Signature _____ Date _____

UNION

Name _____

Title _____

Address _____

City, State, ZIP _____

Telephone _____ Ext. _____

Email _____

Signature _____ Date _____

Who Can File a Request?

Only the employer or union may file a request for grievance arbitration. Grievance arbitration requests may be submitted jointly. If not submitted jointly, the submitting party must serve a copy on the other party.

For more information visit perc.wa.gov/arbitration or perc.wa.gov/laws-rules and refer to chapters 10-08, 391-08, and 391-65 WAC.

Party Representatives

Case-related documents will be sent to the contacts listed on the request.

Filing and Service

Documents may be submitted to PERC by email attachment, by fax, by mail, or in person. Email filing is preferred and no paper copies are required.

- 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 the document is received by email, fax, or hand delivery or when the document is put into the mail. A certificate of service is required to show when, how, and on whom the document was served. A certificate of service form can be found at perc.wa.gov/file-a-case.