



# GRIEVANCE MEDIATION 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**

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 grievant's name, description of the grievance, and the number of grievants involved.

## **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 mediation. Grievance mediation requests may be submitted jointly. If not submitted jointly, the submitting party must serve a copy on the other party.

For applicable rules visit [perc.wa.gov/laws-rules](http://perc.wa.gov/laws-rules) and refer to chapters 391-08, and 391-55 WAC.

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**Party Representatives**

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

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**Bargaining Unit and Grievance Details**

Complete all bargaining unit information and describe the grievance, attach a separate document if necessary. If this request relates to more than one grievance or bargaining unit, a separate request must be filed for each.

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**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](mailto: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](http://perc.wa.gov/file-a-case).