



GRIEVANCE MEDIATION REQUEST

PARTIES Include information for both parties involved.

| | | | |
|------------------|------------------|------------------|------------------|
| EMPLOYER | _____ | UNION | _____ |
| Contact | _____ | Contact | _____ |
| Title | _____ | Title | _____ |
| Address | _____ | Address | _____ |
| City, State, ZIP | _____ | City, State, ZIP | _____ |
| Telephone | _____ Ext. _____ | Telephone | _____ Ext. _____ |
| Email | _____ | 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 | | UNION | |
| Name | _____ | Name | _____ |
| Title | _____ | Title | _____ |
| Address | _____ | Address | _____ |
| City, State, ZIP | _____ | City, State, ZIP | _____ |
| Telephone | _____ Ext. _____ | Telephone | _____ Ext. _____ |
| Email | _____ | Email | _____ |
| Signature | _____ Date _____ | 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 and refer to chapters 391-08, and 391-55 WAC.

Party Representatives

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

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.

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.