



# CONTRACT MEDIATION REQUEST

## PARTIES Include information for both parties involved.

<b>EMPLOYER</b>	_____	<b>UNION</b>	_____
Contact	_____	Contact	_____
Title	_____	Title	_____
Address	_____	Address	_____
City, State, ZIP	_____	City, State, ZIP	_____
Telephone	_____ Ext. _____	Telephone	_____ Ext. _____
Email	_____	Email	_____

## BARGAINING UNIT If more than one bargaining unit is involved, a separate request is required for each unit.

<b>Indicate Bargaining Unit</b> _____	<b>Bargaining History</b>
<b>Number of Employees in Bargaining Unit</b> _____	Bargaining relationship has existed since (year): _____
<b>Collective Bargaining Agreement:</b>	Number of meetings in current negotiations: _____
<input type="checkbox"/> The parties have never had a contract.	Date of first meeting in current negotiations: _____
<input type="checkbox"/> A copy of the most current contract is attached.	Do both parties agree to request mediation? _____

## ISSUES IN DISPUTE

Describe the issues in dispute. Include any proposals and the parties' positions on the disputed issues in a separate document.

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

<b>EMPLOYER</b>		<b>UNION</b>	
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 contract mediation. Contract 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 Issues in Dispute**

Complete all bargaining unit information and attach a separate document if necessary. Include any proposals and the parties' positions on the disputed issues in a separate document.

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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).