



# CONTRACT MEDIATION REQUEST

## PARTIES Include information for both parties involved.

Is this a jointly filed request?  Yes  No

### EMPLOYER

Contact \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_

Email \_\_\_\_\_

### UNION

Contact \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_

Email \_\_\_\_\_

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

Identify Bargaining Unit \_\_\_\_\_

Number of Employees in Bargaining Unit \_\_\_\_\_

Most Current CBA Effective Dates

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Bargaining History

Bargaining Relationship has existed since (year): \_\_\_\_\_

Number of meetings in current negotiations: \_\_\_\_\_

Date of first meeting in current negotiations: \_\_\_\_\_

## ISSUES IN DISPUTE

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

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

### EMPLOYER

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### UNION

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Instructions for Filing a Contract Mediation Request

*Do not file this page with PERC.*

## 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](https://perc.wa.gov/laws-rules) and refer to chapters 391-08 and 391-55 WAC.

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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 PO 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](https://perc.wa.gov/file-a-case).