



GRIEVANCE 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 grievance is involved, a separate request must be filed for each.

Identify Bargaining Unit _____

Most Current CBA Effective Dates

Start Date _____ End Date _____

GRIEVANCE DETAILS Include the grievant's name or the issue.

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 Grievance Mediation Request

Do not file this page with PERC.

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.

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 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.