



**SUPERVISOR
REQUEST FOR MEDIATION**

I am making this request for mediation services to attempt to resolve an issue or conflict. I understand that the mediators will provide a safe and respectful environment and facilitate a discussion of the issues. The mediators will not make a determination about the merits of the issues presented by any of the participants. It is the responsibility of the participants to reach an agreement which will resolve the dispute.

Today's Date: _____

Name of Referring Supervisor: _____ Phone Number: _____

Department / Division: _____

Name and phone number of persons being referred to mediation:

_____ and _____

Work Address:

_____ Zip: _____

Briefly describe the nature of the dispute:

For Human Resources Use Only:

Pursuant to Personnel Policy 8-115, disputants are entitled to be assisted by a person of their choosing who may participate during the mediation process. Does either disputant plan to bring an assistant with them to the mediation?

No Yes - Assistant's Name & Affiliation _____
Assistant's Phone Number & e-mail address _____

No Yes - Assistant's Name & Affiliation _____
Assistant's Phone Number & e-mail address _____

Initial Contact/Initials: _____ Date Received: _____

Appropriate for Mediation: Yes No

Mediation Date: _____

Mediators Assigned: _____

Successful? Yes No

Notification Letter: _____