



REQUEST FOR MEDIATION Prior to Filing a Grievance

Pursuant to Merit System Rule 13.1.B, "Except for grievances pertaining to Letters of Reprimand and allegations of sexual harassment or workplace harassment, prior to filing a formal grievance, an employee must attempt to use the County mediation process within ten (10) business days of the date the grievant knew or should have known of the grievable incident(s). If mediation is not successful and the dispute remains unresolved, the employee may proceed with the formal grievance process."

I am making this request for mediation prior to filing a formal grievance. I understand that an attempt at mediation does not waive any of my legal or grievance rights. If my attempt at mediation is unsuccessful, I may file a formal grievance within ten (10) business days of the date I knew or should have known that mediation was unsuccessful.

Name: _____ Department: _____

Home Address: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Today's Date: _____

Do you wish to be contacted at: Home? Yes No Work? Yes No

Date of Grievable Incident: _____

Name and phone number of person with whom you wish to mediate:

Briefly describe the nature of your dispute:

Pursuant to Personnel Policy 8-115, you are entitled to be assisted by a person of your choosing who may participate during the mediation process. Do you plan to bring an assistant with you to the mediation?

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

Signature: _____ Date: _____

For Human Resources Use Only:

Initial Contact/Initials: _____ Date Received: _____ Appropriate for Mediation: Yes No

Supervisory Referral: Yes No Name & Phone # of Referring Supervisor _____

Mediation Date: _____

Mediators Assigned: _____

Successful? Yes No

Notification Letter: _____