

**STATE OF OREGON, EMPLOYMENT RELATIONS BOARD, CONCILIATION SERVICE  
MEDIATION REQUEST FOR APPEALS UNDER THE STATE PERSONNEL RELATIONS LAW (SPRL)**

Submit your request for mediation by completing this form and uploading it to our online [Case Management System-CMS](#).  
Alternative filing options detailed in the instructions.

<b>State Agency Name / Address:</b>	<b>Appellant (Employee) Name / Address:</b>
<b>Agency Representative Address/Phone/Email:</b>	<b>Appellant Representative Address/Phone/Email:</b>
<b>ERB Case Number:</b>	<b>Name of Administrative Law Judge (ALJ):</b>
<b>ERB Hearing Date (if known):</b>	<b>Preferred meeting dates / times:</b>
<b>Preferred Meeting Format for Initial Meeting*</b> In-person Virtual Hybrid (some team members appearing in person and others virtually)  Describe: _____  No preference *final determination of format will be made by the Conciliation Service	
<b>Submitted by (sign &amp; date):</b>	<b>Acknowledgment by Other Party* (sign &amp; date):</b>
State of Oregon Representative <span style="float: right;">Date</span>	Employee or Employee's Representative <span style="float: right;">Date</span>

\_\_\_\_\_  
 \*All parties must agree to mediation in a SPRL case. Evidence of such agreement must be submitted to ERB, either in the form of a request signed by both parties OR by separate communications from each party indicating their agreement.

## **INSTRUCTIONS FOR REQUESTING MEDIATION SERVICES**

**Confirm You are Using the Correct Mediation Request Form.** The Conciliation Service has separate forms for Collective Bargaining Mediation, Expedited Bargaining Mediation, Grievance Mediation, ULP Mediation, State Personnel Relations Law (SPRL) Mediation, and Training.

**Submission Methods:** You may submit your request by using our online [Case Management System-CMS](#) (preferred). You may also email the request to [ERB.Filings@ERB.oregon.gov](mailto:ERB.Filings@ERB.oregon.gov).

**Completing the Form:** All sections of the form must be completed before a mediator is assigned and scheduling discussions begin.

**Meeting Format:** (in-person, virtual, hybrid): Check your preference for format and use the *Describe* area to elaborate as needed, or to indicate each party's preference if submitting jointly. When selecting Hybrid, use the *Describe* area to detail how many team members will be participating per format (in-person/virtual) and their roles (attorney, HR Director, Union President, etc.). Meeting format will ultimately be determined by the Conciliation Service.

**Fees:** Do not submit any fees with your request. Mediation services for State agencies and State employees for appeals under the State Personnel Relations Law (SPRL) are provided for through an interagency assessment. There is no separate fee for mediation services.

If you have questions, contact the Mediation Coordinator at [Emprel.Board@ERB.oregon.gov](mailto:Emprel.Board@ERB.oregon.gov) or (503) 378-6471.