

**WAC 391-55-020 Grievance mediation—Request for grievance mediation—Filing and service.** A request for appointment of a grievance mediator may be filed through the agency's online e-filing system, by email, or in writing to the agency's Olympia office, as required by WAC 391-08-120 (1) and (2). If the request is not filed jointly, the party filing the request shall serve a copy on the other party to the collective bargaining agreement under which the dispute arises, as required by WAC 391-08-120 (3) and (4). The party or parties requesting grievance mediation shall provide the following to the agency:

(1) Information identifying the parties to the dispute, including:

(a) The name, email address, mailing address, and telephone number of the employer and of the employer's representative;

(b) The name, email address, mailing address, and telephone number of the employee organization and of the employee organization's representative;

(c) A copy of the current or most recent applicable collective bargaining agreement;

(d) A general description of the employee job classification(s) in the bargaining unit.

(2) Identification of the grievance to be resolved in grievance mediation.

(3) The name(s), signature(s), and title(s), if any, of the person(s) filing the request as well as the date(s) of the signature(s).

(4) Any other information requested in the grievance mediation request filing form found on the agency's website at [www.perc.wa.gov](http://www.perc.wa.gov) or as required through the agency's e-filing system.

[Statutory Authority: RCW 28B.52.080, 41.56.090, 41.58.050, 41.59.110, 41.76.060, 41.80.080, 47.64.135, and 49.39.060. WSR 22-23-101, § 391-55-020, filed 11/16/22, effective 1/1/23. Statutory Authority: RCW 28B.52.080, 41.56.090, 41.59.110 and 41.58.050. WSR 99-14-060, § 391-55-020, filed 7/1/99, effective 8/1/99.]