

Request for Mediation

SCSU Mediation Program

Please answer the following questions to help us respond to your request for mediation. You may use a separate piece of paper instead of this form. Your answers will be provided to the mediator and the Coordinating Committee but not to the other party without your consent. If mediation is approved, the mediator will contact you before contacting the other party. In general, our goal is to reply to your request within one week. (Please try to allow for extra time during holidays or during the summer.)

Return your completed Request for Mediation, in a sealed envelope marked "confidential," to the Mediation office at Stewart Hall 264-1 or to any [mediator](#) or member of the [Mediation Coordinating Committee](#), including any of the Mediation Coordinators.

Some Information about You

Your name _____ Today's date _____

Your phone number _____ Your email address _____

Your campus address _____

What is the best way for us to contact you? _____

OK to leave you voicemail about this case? _____ Email messages OK? _____

Please tell us what group or bargaining unit you are represented by:

_____ AFSCME _____ MNA

_____ FA (faculty) _____ MSUAASF

_____ MAPE _____ SCSU administration

_____ MMA _____ Other: _____

Some Information about the Other Party or Parties

Please tell us something about the other party or parties, listing whoever might be the primary contact first. Name(s) of the other party or parties _____

Campus address _____

Phone _____

Email _____

Some Information about the Situation or Problem

- Please summarize what you believe to be the crux of the problem, the central issues, or the situation you hope to resolve by mediation.

- What have you done so far to resolve this problem or situation?

- At this time, what kind of outcome do you seek or anticipate from mediation, or what outcome would you consider to be satisfactory?

- Have you or your union filed a grievance about this problem or situation?

Yes

No

- If a grievance has been filed, please describe the basic details and identify the grievance officer (or attach a copy of the grievance).

Note: Mediation still may be possible, but permission may be required from the union and administration to put the grievance "on hold" so that your contractual rights will be fully protected. Grievance timelines can be extended while your petition is considered and while you are engaged in mediation.

- Have you filed a lawsuit or EEO/AA or other formal complaint about this problem or situation?

Yes

No

- If a lawsuit or complaint has been filed, please describe the basic details.

Note: Mediation still may be possible, but in general the SCSU program is not appropriate for addressing legal issues. The [Mediation Coordinating Committee](#) will review your request and inform you of its decision.

- Describe any special qualities/qualifications you seek in a mediator.

Note: The Mediation Coordinating Committee assigns mediators and will consider your needs and preferences. However, the Committee must consider other factors and may not always be able to assign who or what you desire.

- Describe any time constraints or other special constraints affecting your mediation.

Describe any other circumstances that the Mediation Coordinating Committee should consider when reviewing your case for mediation or assigning a mediator—especially any concerns you have about requesting a mediation or entering a mediation in this conflict. Return your completed Request for Mediation, in a sealed envelope marked "confidential," to the Mediation office at Stewart Hall 264-1 or to any [mediator](#) or member of the [Mediation Coordinating Committee](#), including any of the Mediation Coordinators.

For more information, please consult the SCSU Mediation Program's Web site: St. Cloud State University Mediation Program: <http://www.stcloudstate.edu/mediation/>. If you have questions, please do not hesitate to call or email the Mediation office (320-308-5289) or mediation@stcloudstate.edu or to contact any of the coordinators, any [mediator](#), any member of the [Mediation Coordinating Committee](#), SCSU administrators, or your association's officials.

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