

SHARED NEUTRALS

An Alternative Dispute Resolution Exchange
Sponsored by the Oregon Federal Executive Board

LIAISON CHECKLIST

Please Email the following information to the Program Coordinator khuddleston@fs.fed.us when sending a case to Shared Neutrals.

Agency:

Liaison:

Services Requested Mediation Facilitation Other _____

Case Issues (such as any performance or disciplinary issues):

Case Type (check below if other than interpersonal workplace)

- EEO/Informal EEO/Formal
 Union Grievance Agency Grievance

(Do the parties have the necessary settlement authority or ready access to it?)

Regarding any Agreement Developed (e.g. access to agreement other than the parties):

- Who needs to see the agreement or have access to it
- Does the agency have expectations regarding what needs to be addressed
 - If so, how will the agency's expectations be represented at the table
- Does the agency have a specific form to be used for the agreement

Parties: Names and Contact info (mailing address, email, phone, preferred hours of contact) including whether they are supervisor, subordinate, peer or representative (e.g. union rep):

Location of Mediation:

Process for Reimbursement of Travel/Other Expenses:

Do you have any specific agency requirements including forms or needs (such as a gender balanced mediation team) relevant issues, ADA needs?
