

## REQUEST FOR OKLAHOMA FEDERAL EXECUTIVE BOARD (FEB) SHARED NEUTRAL

This request starts the ADR process, but does not release you from the timeliness requirements associated with filing EEO complaints, or any other formal process. If a solution is not reached, your rights to pursue an EEO complaint, Union grievance, or any other avenue open to you will continue, subject to any timeliness requirements.

1. It is your responsibility to meet all the requirements of the EEO complaint or Union grievance process, or any other process you select.
2. A mediator should contact you days after your request. If no you within this time frame, FEB Office at (405) 231-4167. within 7 business one has contacted please call the
3. At the mediation meeting, you representative of your choice, other participant(s) will be the in formulating the solution. If bargaining unit employee and mediation has been may include a but you and the responsible parties you are a the use of negotiated, you may wish to include your Union representative. Management and Union (when the mediation involves a bargaining unit employee) have the option to be present during the mediation as stipulated by the bargaining unit agreement.
4. You may stop the mediation process at any time. If there has been no settlement or a partial settlement, the remaining issues will be handled within your respective Agency's process.



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| The following person(s) request a mediator be assigned from the Oklahoma FEB Shared Neutrals Program. They have read and agree with the above information. |   |
| Name: _____  | Phone: _____  |
| Name: _____  | Phone: _____  |
| Agency: _____  | POC Phone: _____  |
| Send to:   | Oklahoma Federal Executive Board<br>215 Dean A. McGee, Ste 320<br>Oklahoma City, OK 73102 |
| or FAX:  | (405) 231-4165  |