

SHARED NEUTRALS
An Alternative Dispute Resolution Exchange

CONTRACT

Between

Oregon Federal Executive Board Shared Neutrals Program

And

WHO agrees to the following conditions as the basis for serving as a Shared Neutrals mediator:

I have read, understand, and agree to comply with all policies and procedures required for Shared Neutrals mediation sessions, as detailed in the latest edition of the Shared Neutrals Handbook. That Handbook is updated on a regular basis and is posted on the web at www.oregon.feb.gov/SharedNeutrals.htm and specifically includes the Mediators' Ethical Standards (pp. 4.2 - 4.3) and the Oregon Mediation Association Core Standards of Mediation Practice (appendix).

I understand that all records and communications received by Shared Neutrals or the mediator are strictly confidential (unless otherwise specified by law) and that such information, whether written or oral, may not be divulged at any time to any unauthorized person. I will not willingly testify, unless required by law, regarding any information, communications, records, the participants, or the mediation process. However, I agree to disclose the following information if received while serving as a Shared Neutrals mediator: 1) abuse against a dependent person; 2) threats of future crimes; and 3) information which Shared Neutrals has agreed must be disclosed to the employer of the mediation clients in any specific case.

I agree to complete and submit all necessary documentation following each mediation session I participate in. Further, I agree to mediate a minimum of three (3) workplace disputes per year, two (2) of which must be for Shared Neutrals, or alternatively, I will mediate a minimum of 15 hours in workplace disputes per year, 10 hours of which must be for Shared Neutrals.

Mediator

Date

Shared Neutrals Chair

Date

SHARED NEUTRALS
An Alternative Dispute Resolution Exchange

CONTRACT

Please sign and return this contract to:

Shared Neutrals Program Coordinator
Oregon Federal Executive Board
Federal Building - Room 1776
1220 SW Third Avenue
Portland, OR 97204-2823

SHARED NEUTRALS

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

LETTER OF COMMITMENT

Page 1 of 2

This letter signifies _____ (Agency's) commitment to participate in the Shared Neutrals Program, an Alternative Dispute Resolution Exchange sponsored by the Oregon Federal Executive Board.

Date: Effective _____

Cases: The Agency will **submit** the following types of cases for resolution:
(Examples include personnel grievances and civil rights disputes; EEO issues between employees and supervisors, or between two or more employees; or more generally, all cases referred by agency liaison.)

The Agency will **exclude** the following types of cases from the Program:
(Examples include claimed violations of collective bargaining agreements or other allegations of unfair labor practices; situations involving violence; illegal activities.)

Agency Liaison: The Agency's liaison to the Shared Neutrals Program will be:

_____ phone: _____ email: _____

Please attach a brief description of the Liaison's background, especially as it relates to alternative dispute resolution.

Access to the Process: Please identify whether:

- _____ ALL requests for services must go through the Agency Liaison; or
- _____ Specific personnel may make requests directly to the Program Coordinator. Please identify personnel: _____; or
- _____ Parties may upon occasion contact the Program Coordinator directly, although Liaison will make most requests.

Documentation: Please note any particular Agency forms to be used to document ADR processes, and who should receive copies:

Reimbursement of Neutrals:

Agency will reimburse neutrals for (check all):

- Travel. Limitations: _____
- Long-distance phone calls associated with the case (continued on next page)

- Parking
- Per diem/meals. Limitations: _____
- Other: _____

Non-retaliation Statement: The Agency agrees not to retaliate against anyone who chooses to participate in, not participate in, or withdrawing from a mediation.

Contributions: There is no cost for the ADR services provided, with the exception of travel costs for the mediators when necessary (see Reimbursement of Neutrals below). As a contributing member of the Program, however, the Agency is asked to provide cases for resolution and access to meeting rooms. Other needs may include neutrals (an application process is involved for all neutrals); administrative support; printing; and funds for training and program coordination, as needed.

Please specify how the Agency will contribute:

Outreach: The goal is to make the Program as accessible as possible. The Agency plans to notify personnel of the Program by:

- Publishing Program information in online or other newsletters.
- Printing and posting Program flyers on bulletin boards.
- Making Program brochures available throughout the Agency.
- Inviting Program members to give presentations at staff meetings.
- Other (please specify) _____

Other Concerns: _____

Program Contact Numbers: (503) 230-3536.

From outside the Portland area, dial 1 (800) 232-3173 Monday through Friday between 6:30 am and 5 pm, and then ask for extension 3536.

e-mail address: ofeb@pcez.com

Web site address is <http://www.oregon.feb.gov/SharedNeutrals.htm>

Signed: _____ Date: _____

Submitted by:

Agency Representative: _____

Agency Address: _____
