

## DDSN Grievance Procedures Agreement to Mediate Form

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

- ✚ Mediation is a voluntary negotiation process which begins and continues only with the consent of all parties. The mediator cannot and will not impose any decision on you. Therefore, mediation is different from arbitration and litigation in that the mediator will make no decision, award, or ruling in this case. Instead, the mediator will lead the negotiations and assist you in your effort to reach a mutually satisfying agreement.
- ✚ The goal of the mediation is that an agreement will have been reached on some or all of the issues. The fact that both parties are willing to attempt mediation is a very important first step toward resolving your differences.
- ✚ The mediator cannot represent either party in this mediation, nor can the mediator give any legal or financial advice or counseling.
- ✚ It is understood that in order for mediation to work, open and honest communications, including full disclosure of all relevant and pertinent information, are essential.
- ✚ The mediator will not reveal anything discussed in mediation without the permission of both parties.
- ✚ If an agreement is reached on some or all of the issues, then the mediator will draft with your assistance, a Mediation Agreement between the both parties for your review and signatures. Copies of the original agreement will be given to each party.
- ✚ While both parties intend to continue with mediation until a settlement agreement is reached, it is understood that either or both parties may withdraw from mediation at any time.
- ✚ If the mediator determines that it is not possible to resolve the issue through mediation, the process can be terminated once this has been conveyed to the parties and confirmed in writing.

**By signing this Agreement to Mediate, both parties agree to attend a mediation conference with a mediator from the Statewide Mediators Pool in an effort to reach an agreement of the issues related to:**

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\_\_\_\_\_  
Signature (Covered Employee)

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature (DDSN Representative)

Date: \_\_\_\_\_