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**ALTERNATIVE DISPUTE RESOLUTION**  
**Agreement to Mediate – Grievance(s)**

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The parties voluntarily agree to engage in mediation to resolve (**Grievant Name**) (**Informal or Formal Grievance**) dated \_\_\_\_\_. The parties understand that the mediator has no authority to decide the outcome and is not acting as advocate or attorney for any party. The parties understand that they have a right to have a representative assist them during the mediation process. The parties have been informed of other avenues of redress, namely the equal employment opportunity (EEO) complaint process, and the time frames for initiating those processes. By agreeing to mediate, the parties do not waive their right to pursue these other areas of redress.

Mediation is a confidential process to the extent allowed by law and does not extend to threats of imminent physical harm. Any documents submitted to the mediator and statements made during the mediation are for settlement purposes only. The parties understand and agree not to subpoena or require the mediator to testify or produce records, notes or work products in any future proceedings and that they will make no recording or records of the mediation session(s). If an agreement is reached, the agreement shall be reduced to writing and, when signed and approved by the appropriate authorities for all parties, will be executed by them in good faith.

By signing below, we acknowledge that we have read, understand and agree to the Agreement to Mediate.

_____	_____
Party I	Date
_____	_____
Representative	Date
_____	_____
Party II	Date
_____	_____
Representative	Date
_____	_____
Mediator	Date
_____	_____
Co-Mediator	Date