The Steps of Your Appeal in the Mediation-Arbitration Process

Selection of Arbitrator

- The State HR Director will select an arbitrator.

Mediation

- Mediation is a process to help parties reach a mutually acceptable agreement to resolve the appeal.
- You may have a maximum of three representatives in the conference, including yourself and legal counsel.

No Agreement

Arbitration Process

- Arbitration is a process where the arbitrator makes a decision based on the record and the facts presented by the parties.
- Arbitration must begin no later than 20 days from the initial mediation conference.
- You may submit a summary of issues and notarized witness statements.
- You have up to two hours to present your case.
- You may have a maximum of three representatives in the conference, including yourself and legal counsel.

Arbitrator Issues Final Decision

- The decision must be issued in writing to each party within 45 calendar days after the mediation conference.

End of Administrative Appeal

Agreement

End of Administrative Appeal

Failure by the covered employee or the employee's representative to attend a conference without reasonable justification constitutes a waiver of the employee's right to pursue the appeal further.