ACD 509-01 E

Mediation Services Form
University Ombudsperson Committee

Part 4a - Ombudsperson Report of Staff Complaint

1. ____________________________
   Names of disputing parties

2. ____________________________
   Length of time mediation was attempted

3. The outcome of the mediation process:

   ____________________________
   SAMPLE

   ____________________________
   Ombudsperson signature

   ____________________________
   Date forwarded to the parties

Comments (action taken):

   ____________________________
   ____________________________
   ____________________________

Notice: If dissatisfied with the result of mediation and if the procedural steps of SPP 901 have been exhausted, the grievant has a right to request a formal hearing within stated time limits for grievable issues as outlined in applicable university policies, SPP 901 and 902. The policy specified time limits are: within 10 working days after the grievance has been determined to be unresolvable at the department or college level or 30 days from the effective date of involuntary termination. A request for formal hearing may be filed through the associate director of Human Resources-Employee Relations (location: Agriculture Building, Room 172; mail code 4203) or to the chair of the University Grievance Committee.