



DESIGNATION OF REPRESENTATIVE

The Alternative Dispute Resolution (ADR) affords the Aggrieved/Grievant the opportunity to be accompanied, represented, and advised by a representative of the Aggrieved/Grievant's choice. This may be an attorney, a union representative, family member, friend or other. However, in cases where the representation of an Aggrieved/Grievant would conflict with the official duties of the representative, such as a supervisor or manager, the agency may disqualify the representative.

It is the Aggrieved/Grievant's duty to immediately inform the Agency if representation is retained. Notification should be provided at least 72 hours in advance of mediation. More time will be required if the Aggrieved/Grievant's representative is an attorney, as the agency will need sufficient time to also assign counsel to the pending ADR.

Please complete the information below and provide this form to: (Mediator)

My representative is:

Name:

Phone No.:

E-mail:

_____ My representative is an attorney/Union/other.

_____ My representative is not an attorney/Union

I understand that:

Unless I state otherwise in writing, since I have designated a representative, all contacts and correspondence shall be with me and my representative. Additionally, if I choose to have representation or make a change in representation, I must immediately notify the Agency

Name

Date