

INFORMATION SHEET:

Requests for Appointment of Grievance Arbitrator

Public employers and certified exclusive bargaining unit representatives to a contractual grievance subject to arbitration may by agreement utilize the PELRB's statutory list of neutrals to select an arbitrator by completing this form subject to the following procedure:

1. The Request for Appointment of Arbitrator form must be completed and signed by representatives for both parties. In the absence of a duly completed form signed by both parties a request for appointment of an arbitrator will not be processed.

2. Upon receipt of the completed form the PELRB will provide the parties with the names and CV information of the next five neutrals on its randomly organized list of individuals available for service as arbitrators.

3. Within ten days the parties must return their respective rankings of the names on the list (1-5, 1 being most preferred and 5 being least preferred) to the PELRB. Each party may strike up to two names from the list provided.

4. The PELRB will combine the parties' respective rankings of the neutrals and will select the neutral with the lowest combined ranking. In the event two neutrals share the lowest combined ranking the PELRB will choose one at random.

5. Alternatively, the parties may mutually agree upon one of the neutrals listed, in which event they should jointly report their choice to the PELRB within ten days of the PELRB's issuance of the list of neutrals.

6. The PELRB will administratively close any request for appointment of an arbitrator in the event of non-compliance by either party with these procedures.

7. The PELRB requests that each party complete and return an evaluation of the neutral's service.