



3. Reason for appeal: \_\_\_\_\_

(Add additional sheets as necessary)

4. Remedy sought: \_\_\_\_\_

Signature of Appellant: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Representative: \_\_\_\_\_ Date \_\_\_\_\_

Representative Name & Address: \_\_\_\_\_

Address for service of pleadings and orders: [Note: Listing email or fax waives personal or mail service. §19-35]

Appellant: Email \_\_\_\_\_ Fax \_\_\_\_\_ Mail \_\_\_\_\_

Representative: Email \_\_\_\_\_ Fax \_\_\_\_\_ Mail \_\_\_\_\_

**\*\*Please call the Hearing Office to confirm receipt of fax transmissions\*\*  
Request for Mediation**

Mediation is a voluntary process in which a trained mediator assists parties to reach a mutually acceptable agreement. CSR 18-10 B. A mediator does not decide for or against either party.

A party may request mediation pursuant to Rule 18 Dispute Resolution any time during the appeal process. Requesting mediation does NOT extend the time for filing an appeal and does not affect the appeal process or the appeal hearing date, unless both sides agree. If the parties agree that an extension of appeal deadlines is necessary, the parties must file a written request with the Hearing Office. CSR 19-25

Parties are encouraged to participate in mediation. If either party refuses mediation, then the refusing party ***must notify*** the other party, the appointing authority or designee and Career Service Workplace Mediation ***in writing the reason(s) for the refusal within 10 calendar days of receiving notice*** of the request for mediation from the Career Service Workplace Mediation Program. The notification must include a certificate of service. Pursuant to CSR 18-30 A.2

**I request mediation in this appeal, and acknowledge that the rules cited above apply to the mediation process.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Career Service Mediation Program  
[mediation.workplace@denvergov.org](mailto:mediation.workplace@denvergov.org)  
Fax: 720-913-5995

Appeal Procedural Guide and Career Service Rules can be located at:

<http://denvergov.org/EmployeeResources/EmployeeRelations/GrievancesandHearings>