



State of Utah
Department of Workforce Services
MEDIATION ELECTION FORM

The Department of Workforce Services (DWS) has been designated by the Governor of Utah as the agency to comply with Section 188 of the Workforce Innovation and Opportunity Act (WIOA) and its implementing regulations. In carrying out these duties, DWS conducts both compliance reviews and discrimination complaint investigations.

Mediation is an informal process that is offered as an alternative to the traditional investigative or litigation process. Mediation is a voluntary, strictly confidential, non-adversarial dispute resolution process or conference that allows people who have a dispute to come together to talk and decide for themselves how to end their dispute. The sessions are not tape recorded or transcribed. Mediation gives the parties the opportunity to discuss the issues raised in the allegation(s), clear up misunderstandings, determine the underlying interests or concerns, find agreements and reach a resolution. The decision to mediate is completely voluntary for the complainant. The mediation process is designed to assist the parties in agreeing on a mutually acceptable resolution.

I have read the information on the role of the State of Utah Department of Workforce Services Equal Opportunity and Complaint Resolution Process under the Workforce Innovation and Opportunity Act (WIOA), including the offer of Mediation as an alternative to the formal complaint investigation procedure.

Based on the information provided to me, I have voluntarily and freely made the following election with regard to mediation.

_____ Yes, I elect to avail myself of the mediation option of complaint resolution. I agree to participate in the mediation efforts led by DWS EO office and to attempt to settle the issues in dispute between the respondent and me.

_____ No, I elect not to use mediation as an alternative method of dispute resolution, and request that the formal complaint investigation process begin as soon as this form is received in the EO office.

This completed form must be returned to DWS within 10 days of receipt.

Complainant Name (Please Print)

Signature of Complainant

Date

Equal Opportunity Employer Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 526-9240. Individuals with speech and/or hearing impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.