Workplace Mediation Process

Mediation Request
Interested party contacts the Unit Based Workplace Mediation Coordinator

Assessment
Unit Based Workplace Mediation Coordinator assesses appropriateness of mediation

Second Party Contacted
Requesting party or Unit Based Workplace Mediation Coordinator contacts the other party to determine interest and willingness to participate in mediation

Parties Agree to Mediation
Unit Based Workplace Mediation Coordinator provides parties with information about mediation and submits the request to JHU Workplace Mediation Team Leader

Mediation Session Scheduled
Unit Based Workplace Mediation Coordinator submits mediation request to JHU Workplace Mediation Team Leader who schedules mediation session

Mediation Session Conducted
2-3 hour session facilitated by co-mediators in a private, neutral location, which often concludes with parties creating a written agreement of resolutions

Written Agreement
Written agreement, if drafted, is reviewed by Workplace Mediation Team Leader & Unit Based Workplace Mediation Coordinator to ensure adherence with University & School policies

Not Eligible
If not eligible for mediation, possible referral to HR or Office of Institutional Equity

Party Declines
Request is closed if one or both parties decline to participate

Voluntary
Mediation is voluntary & participants can withdraw from the process at any time