



OKLAHOMA FEDERAL EXECUTIVE BOARD
215 DEAN A. MCGEE, STE 153
OKLAHOMA CITY, OK 73102
Phone: (405) 231-4167
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January 11, 2013

All Federal Executive Board Members:

The Shared Neutrals Program is a project of the Oklahoma Federal Executive Board (FEB) supporting mediation as an alternative to formal processes for disputes in the federal workplace. This cost avoidance method assists employer’s ability to mediate in resolving workplace disputes. In today’s working environment of doing more with less and decreasing budgets, this training will provide a means of cost avoidance associated with workplace disputes.

The vital resources of the Oklahoma Federal community form this interagency council of mediators, trained in partnership with the State Supreme Court of Oklahoma, Oklahoma City VA Medical Center, Equal Employment Opportunity Commission, Tinker Air Force Base, Internal Revenue Service, Federal Aviation Administration, and the American Federation of Government Employees. The vision is to combine these vital resources in resolving disputes at the earliest possible date, which increases the quality of communication within the workforce, and ultimately results in maintaining a productive work environment while reducing the cost *and* time involved.

Our nationally recognized Shared Neutrals program will be conducting a training class for new mediators. This is your opportunity to nominate employees from your agency to participate in this “award-winning cadre.” Statistical data from FY 2012 are as follows, showing our actual cost avoidance realized.

<u>Shared Neutrals Program</u>	Number of Cases Accepted	Number of Cases Resolved	Cost Avoidance Per Resolution	Total Cost Avoidance Realized
Workplace Dispute:	8	6	\$17,615.75	\$105,694.50
Union Grievance	2	2	\$21,383.11	\$42,766.22
Pre-EEO Complaint:	15	10	\$72,006.73	\$720,067.30
Totals:	25	18		\$868,528.02

Training Information:

Dates: April 15 — April 19, 2013
 Location: Department of Housing & Urban Development
 301 N.W. 6th Street 2nd Floor
 Times: 8:00 a.m. – 4:30 p.m. (each day)
 Cost: \$150.00

Taking advantage of “shared resources” enables us to host this cost-effective training. Comparable training for this topic is \$1,493.75 plus travel. The Oklahoma Federal Executive Board (FEB) Shared Neutrals has create a cost avoidance for agency nominees selected for this cutting edge training.

Please complete the attached form only for the nominee(s) you feel will represent the Shared Neutrals, our Federal Community, and your agency with the highest standards in their role as an impartial mediator.

Since space is limited to 24 participants, please register your nominee(s) at the earliest possible date. If you, or your staff, have questions concerning this program, you may visit our web site (listed on our letterhead) or call me at (405) 231-4167.

Sincerely,

LeAnn Jenkins
 Executive Director

Registration and Agreement for Employee Participation in the Oklahoma FEB Alternative Dispute Resolution Consortium, “Shared Neutrals Program”

Employee involvement and availability is vital to this program’s success in providing mediation services for federal agencies. Supervisory support of their involvement is critical to their success.

Please indicate (by your signature below) your support of the identified employees(s)’ participation for at least one year, including 10 hours per year in the Oklahoma State Supreme Court system (qualifying the individual for State Certification). The employee’s involvement may be terminated or extended at the end of their year of service.

The supervisor’s signature certifies each nominee meets the following criteria:

1. Possesses strong receptive and expressive skills; is a good communicator.
2. Is able to suspend advice-giving.
3. Availability: must be willing and able to commit to the program for one year (on an as-needed basis), including 10 hours per year to work with the Oklahoma Supreme Court.
4. Has a tolerance for conflict.
5. Demonstrates confidence, possesses leadership qualities.

Maintenance of Program Integrity:

- Mediators shall accept and carry out their assignments consistent with Shared Neutrals policies and procedures.
- Mediators should not accept assignments from an agency unless the assignment is generated through the Oklahoma FEB’s Shared Neutrals program or the program within their employing agency; mediators who knowingly do so, are not functioning as Shared Neutral mediators, nor representing the FEB program
- Mediators should be aware that mediating outside the Oklahoma Federal Executive Board Shared Neutrals program and/or their employing agency could result in a charge of abuse of official time and/or otherwise affect their rights and benefits as federal employees.

REGISTRATION

Name of Employee	Signature	Date
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Name of Supervisor	Signature	Date
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Agency: _____ Employee’s Work Phone: _____

E-mail Address: _____

Workshop attendance is limited so everyone is encouraged to register as soon as possible.

Payment will be in the form of: [] Check [] Credit Card [] Govt Voucher

<i>Mail this completed form to:</i>	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 153 Oklahoma City, OK 73102
<i>OR fax to:</i>	405-231-4165
<i>Or email to:</i>	LeAnn.Jenkins@gsa.gov

Cancellation Policy: Understanding the unforeseen circumstances may preclude an individual from attending; refunds will be permitted through Thursday, April 5, 2013. However, after that date, registration must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!