

**COOPERATIVE BARGAINING ASSOCIATION LAW
CONCILIATION PROCEDURE - TIMELINE**

Article 3.5 - Conciliation, established time frames (business days) within which certain requests and responses take place between the parties, the Department and the conciliation service of the Judicial Arbitration and Mediation Services, Inc. (JAMS) unless the parties agree to use another service. The actions which take place and the time allowed for each action are:

STEP	ACTIVITY	BUSINESS DAY
1.	Department receives Request for Conciliation. A copy of the request is delivered by express mail to responding party.	Day 1
2.	Department notifies responding party and may request additional information from either or both parties. Notifies JAMS that conciliation may be ordered	Day 2
3.	Department receives additional information if requested.	Day 5
4.	Department receives response to Request for Conciliation from responding party	Day 5
5.	Department determines whether conciliation will be ordered and if so, notifies both parties and conciliation service agreed upon by the parties.	Day 9
6.	Parties and conciliation service receive notice that conciliation is ordered. If parties cannot agree on a conciliation service, the department notifies JAMS.	Day 10

SUMMARY

Assuming the maximum number of days permitted by the conciliation provisions, it may take ten (10) days beginning the day the Department receives a Request for Conciliation and continuing through the day both parties receive notice that conciliation has been ordered. The process may stop anytime during that period if the parties reach an agreement to settle their differences.

The law does not specify how soon the conciliation service must begin conciliation after receiving notice from the Department. Once conciliation starts, however, the law does specify it should not exceed ten (10) calendar days unless the conciliator feels that an additional period of five calendar days is likely to resolve the dispute.