

**BALTIMORE FEDERAL EXECUTIVE BOARD  
MEDIATION SERVICES PROGRAM**

**Supervisor Approval for Mediator Participation**

The undersigned agrees to allow \_\_\_\_\_ to participate in the Baltimore Federal Executive Board Mediation Services Program (MSP) as a collateral duty mediator. This approval is subject to the employee's availability and does not limit or restrict the need to have the employee available for agency work. This approval is contingent upon the employee properly informing me about MSP contact(s) regarding the desire to utilize the employee in a mediation assignment through the MSP.

The employee agrees that he/she shall only accept federal sector mediation assignment through the MSP. The employee acknowledges that he/she will not receive any compensation for any mediation services provided through the MSP other than the mediator's regular salary paid by his/her agency. The employee may claim reimbursement for appropriate local travel expenses incurred from the agency using the mediation services.

---

Employee	Date	Supervisor/Manager Date
----------	------	-------------------------

---

Position	Position
----------	----------

---

Phone #	Phone #
---------	---------

---

Agency