

EMPLOYMENT DISPUTE FEES



EMPLOYMENT DISPUTE FEES – ARBITRATION/MEDIATION

Fee Type	Amount	
Filing Fee	\$75	Payable by Employee (unless the Employer is initiating the arbitration demand)
Administrative Fee	\$760	Payable by Employer
Hourly Arbitrator/Mediator Time	\$660	Per hour, payable by Employer
Preparation of Third Panel, if necessary	\$660	Payable by Employer
Supplemental administrative fee, if necessary	\$240	Per hour, payable by Employer, if one of the parties makes a special request which results in additional time spent in the administration of the matter

The Hourly Arbitrator/Mediator Time rate applies to substantially all of NAM’s Employment Hearing Officers (with the exception of a few with different rates, designated as such on NAM’s Hearing Officer Roster).

OTHER FEES (MAY APPLY)

Fee Type	Fee and Description
Adjournment Fee payable by adjourning party (based on Notice Before Hearing/Conference Date):	
- 0 - 5 Business Days Notice to NAM	Hourly fees for time reserved for hearing/conference
- 6 – 14 Business Days Notice to NAM	50% of the hourly fees for time reserved for hearing/conference
- 15 + Business Days Notice to NAM	\$225 flat fee
Withdrawal, Cancellation or Settlement Fee	\$1,000 payable by Employer if the matter is withdrawn, cancelled or settled after the initial roster has been supplied to the parties. The Filing Fee and Administrative Fee are non-refundable.

As applicable, the Employer will be responsible for fees relating to Hourly Arbitrator/Mediator Time for the number of hours expended by the Hearing Officer before NAM is notified that a case has been adjourned/withdrawn/cancelled/settled, as well as out-of-pocket expenses incurred (if applicable).

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TERMS & CONDITIONS

- This fee sheet shall apply to matters referred to NAM as a result of a **pre-dispute** Arbitration/Mediation contract provision entered into by mutual agreement between the parties to resolve employment matters. Otherwise, NAM's Standard Fee Sheet shall apply.
- The Filing fee and the Administrative fee are non-refundable. The Administrative fee includes case administration, coordination, scheduling and document handling.
- Arbitrator/Mediator time refers to the combination of conference/pre-hearing conference/hearing time, travel time (if required), study and review of written submissions and documents from the parties, research and decision preparation time (as applicable).
- In the event the parties' agreement provides for payment of fees by one or more parties contrary to the fees set forth herein, the NAM Administrator shall determine the fees that shall apply.

PAYMENT TERMS

- The Filing fee is to be remitted at the same time that the completed Demand for Arbitration/Request for Mediation is submitted to NAM.
- The Employer shall be billed for the Administrative Fee and for 8 hours of Arbitrator/Mediator time after receipt of the completed Demand for Arbitration/Request for Mediation. If the actual Arbitrator/Mediator time is less than 8 hours, the Employer will receive a refund equal to the pro-rata portion of such unused time. If the Arbitrator/Mediator time exceeds 8 hours, all additional hours will be billed at the applicable hourly rate specified above. All out-of-pocket expenses incurred by the Arbitrator/Mediator will be billed at cost and without mark-up to the Employer.
- Administrative fees and advance hearing time are to be paid before a hearing/conference is scheduled. All other fees are due within 10 days of invoice date.
- NAM may elect not to commence administration of the claim or not to allow the hearing/conference to proceed or to withhold the release of the Arbitrator's decision (as applicable) until all outstanding fees are paid.
- Interest will be charged at a rate of 1.5% per month on balances more than 30 days past due.
- Any questions or concerns regarding invoices should be brought to NAM's attention within 30 days of the receipt of the invoice.

***Fees and costs are effective as of 07/1/17. All fees are subject to adjustment annually as of July 1st of each year.**