

NEW MEXICO JUDICIAL BRANCH

**Reference NMJBPR Part 1
Section 10 - Grievance**

GRIEVANCE FORM

An employee shall initiate a grievance by delivering a completed Grievance Form to the Director.

Only an employee who has completed probation may file a grievance to appeal a suspension without pay, demotion or termination.

This Grievance Form when completed must be delivered to the AOC Director at 237 Don Gaspar, Santa Fe, NM 87501; Fax Number: 505-827-4824 within 15 days of the effective date of the action.

Please reference New Mexico Judicial Branch Personnel Rule 10.

Grievant's Name:	Judicial Entity:
Date:	Grievable Action:
	Effective Date of Action:

PART 1. Grievant's Statement of Facts and Issues:

PART 2. Grievant's Relief Sought:

PART 3. Attach a copy of the Notice of Final Disciplinary Action.

Grievance Form - Effective: 7/31/06; Revised 12/10/2010

Inquiries: Administrative Office of the Courts, Human Resources Division,

827-4937 or 827-4810

Distribution: All employees of the New Mexico Judicial Branch

Retain Until Superseded