

## GRIEVANCE FORM

Only an employee who has completed probation may file a grievance to appeal a suspension without pay, demotion, termination or lost compensation. To file a grievance, this Grievance Form shall be completed and shall be delivered to the AOC Director (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.

<b>Grievant's Name:</b>	<b>Judicial Entity:</b>
<b>Date:</b>	<b>Grievable Action:</b>
	<b>Effective Date of Action:</b>

**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 or documentation of lost compensation.

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**Grievance Form - Effective: 7/31/06**

**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**Retain Until Superseded**