

Phase 1  
**Job Aid for Management**  
**CBA Disciplinary Appeals before an Arbitrator**

Action
Your agency's designee will be notified of any disciplinary appeals filed by a bargaining unit employee or their union representative who wishes to appeal their disciplinary action to an Arbitrator. <b>If</b> the agency designee is notified of a disciplinary appeal either directly by a bargaining unit employee or a union representative, please contact Labor Relations Bureau via email at <a href="mailto:labor.relations@state.nm.us">labor.relations@state.nm.us</a> within one (1) business day.
You will be contacted by a LR Specialist once the disciplinary appeal has been received at the LR Bureau.