

Phase 1
Job Aid for Management
New CBA Grievances

Step	Action
1	CWA covered Agencies: Step 1 grievances' must be filed with the agency, once the agency is in receipt of the Step 1 grievance, date & time stamp receipt of the grievance and within one (1) business day scan the Step 1 grievance and forward to the Labor Relations Bureau (LR) via email at labor.relations@state.nm.us as an attachment.
2	CWA covered Agencies: If Step 2, Step 3 or Invoking Arbitration is filed to your agency, please scan the grievance and forward to the Labor Relations Bureau (LR) via email at labor.relations@state.nm.us as an attachment within one (1) business day.
AFSCME covered Agencies: all grievances should be filed by AFSCME or a BU employee to the Labor Relations Bureau (LR). IF a bargaining unit employee or AFSCME files a grievance to your agency, please scan the grievance and forward to the Labor Relations Bureau (LR) via email at labor.relations@state.nm.us as an attachment within one (1) business day.	
You will be contacted by a LR Specialist once the grievance has been received at the LR Bureau.	