

Phase 1  
**Job Aid for Management**  
**New Prohibited Practice Complaint (PPC)**

Action
Your agency's designee will be notified by the Labor Relations (LR) Specialist of any new PPCs filed by AFSCME or CWA.
<b>IF</b> a bargaining unit employee or the union files the PPC to you, please scan the PPC and forward it to the Labor Relations Bureau (LR) via email at <a href="mailto:labor.relations@state.nm.us">labor.relations@state.nm.us</a> as an attachment within one (1) business day.
You will be contacted by a LR Specialist once all the material relevant to the PPC has been received at the LR Bureau