

Phase 1
Job Aid for Management
Processing of Union Membership Cards

Action
All membership cards shall be submitted to the State Personnel Office, Labor Relations Division at Labor.relations@state.nm.us or mailed to 2600 Cerrillos Road, Santa Fe, NM 87505. If membership cards are received by the Agency, they shall be stamped, dated, and initialed on each membership card upon arrival identifying the membership card was received.
The Labor Relations Division will insert the members Union Dues into payroll; make a copy of the membership card, process the card, and mail or email a copy of the card to the Union and Agency.
The Agency shall maintain a copy of the membership card in the employee's personnel file.