**BEFORE THE NEW MEXICO STATE PERSONNEL BOARD**

**[APPELLANT’S NAME]**

 **Appellant,**

 **v.**

 **Docket No. 17-\_\_\_\_\_**

**[NEW MEXICO DEPARTMENT],**

 **Appellee.**

**SETTLEMENT AGREEMENT**

New Mexico State Personnel Board

Alternative Dispute Resolution

The parties have reached a specific agreement this\_\_\_\_\_\_day of\_\_\_\_\_\_\_\_\_\_ 2017.

The following terms are intended to resolve, fully or in part as indicated, the existing dispute between the parties. The terms seek to predict what may happen, provide for contingencies, and protect the parties with a resolution.

The parties agree as follows:

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This Settlement Agreement constitutes a final and complete statement of the agreement between the parties. The ADR Coordinator of the State Personnel Office will keep a copy of the signed original of the Settlement Agreement in a separate, confidential file for each of the parties. Copies of the Settlement Agreement will not become a part of the Appellant’s personnel file.

By their signatures, all of the parties acknowledge that they have read and understand each of the terms stated above. They also acknowledge that they are entering into this agreement freely and that its terms are to be carried out in their entirety.

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Signature – Appellant Signature – Appellee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature –Facilitator

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­