

APPENDIX A

AFSCME Employee Request for Removal of Letter of Reprimand and Other Documents

(Submit to your direct supervisor)

Date Submitted: _____

Pursuant to Article 17 of the AFSCME CBA, I (Insert name) _____, _____ (title), hereby request the removal of the following document(s) from my personnel record (circle all that apply):

<input type="checkbox"/> Documented Verbal	<input type="checkbox"/> Letter of Counseling	<input type="checkbox"/> Letter of Warning
<input type="checkbox"/> Letter of Concern	<input type="checkbox"/> Letter of Reprimand	<input type="checkbox"/> Letter of Coaching

which occurred on or about date(s) _____

I confirm that one (1) year has passed since I received the Letter of Reprimand and/or other documents identified above, and I have not committed any further infractions of work rules during that one (1) year period. I authorize the Agency to remove the documents(s) circled above from my personnel record. The Agency maintains the right to retain the original copy and may not use it as a basis for progressive discipline.

The AFSCME CBA requires that you provide me notice in writing that the document has been removed.

Employee Signature Date

To be completed by management:

Document removed from personnel record on (date) _____.

Or

Employee request denied for the following reason: _____

Agency Name _____

Direct Supervisor Name _____	Signature _____	Date _____
Bureau Chief Name _____	Signature _____	Date _____
HR Manager Name _____	Signature _____	Date _____

cc: labor.relations@state.nm.us
