



Notice of Appeal Form

New Mexico State Personnel Director New Mexico State Personnel Office

2600 Cerrillos Road, Santa Fe, New Mexico 87505
Ph: (505) 476-7813 Fax: (505) 605-4982

In accordance with the Personnel Act, classified service employees who have completed their probationary period and have been dismissed, demoted, suspended, or separated by a state agency have the right to appeal the disciplinary action or the separation to the New Mexico State Personnel Board. A Notice of Appeal must be in writing and filed with the State Personnel Director no later than 30 calendar days from the effective date of the dismissal, demotion, suspension, or separation.

If the employee is covered by a Collective Bargaining Agreement, the employee may make an irrevocable election to have the appeal of the disciplinary action decided by an arbitrator. The Notice of Appeal must indicate whether the employee is choosing the State Personnel Board or an Arbitrator to decide the appeal.

To file a Notice of Appeal using this form, please complete the following six (6) steps:
(This form is provided to assist employees filing an appeal. Use of this form is purely voluntary.)

Step 1: I wish to file a Notice of Appeal for the discipline or separation imposed upon me.

My name, mailing address, contact number, email address and employee number are:

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

State Employee No: _____

Step 2:

I elect the following forum for my appeal:

- ☐ State Personnel Board
- ☐ Irrevocably elect an Arbitrator - please contact labor.relations@spo.nm.gov

Step 3:

My Notice of Appeal concerns the following action:

- ☐ Dismissal
- ☐ Demotion
- ☐ Suspension for __ days
- ☐ Separation (Cannot be appealed to an arbitrator)

Effective date of action: _____

Step 4:

The following is a list of my reasons (grounds) for my appeal:

♦ _____

♦ _____

♦ _____

Attach additional sheets as needed.

Step 5:

Attach a copy of your Notice of Final Action. You **must** provide a copy of your Notice of Final Action with this Notice of Appeal.

Step 6:

Sign and date below:

Signature: _____

Date: _____