# Washington State Personnel Resources Board – APPEAL

Appeals Program

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Phone: 360-407-4101

FAX: 360-586-4694

This form will help you provide necessary information to the Board when you file an appeal. You are not required to use this form; however, appeals must be filed in accordance with Chapter 357-52 WAC. If the space on the form is insufficient or if you wish to provide additional information, you may attach additional pages.

IMPORTANT: **After you complete the Identification and Representation portions of the appeal form, please complete the appropriate appeal section for the type of action you are appealing.**

## 1. Appellant Identification (Required)

Last Name: enter text. First Name: enter text. MI: enter text.

Personnel Number: enter text.

Home Address: enter text.

City: enter text. State: enter text. ZIP Code: enter text.

Home Phone: enter text. Work Phone: enter text.

Employing agency that took the action being appealed: enter text.

Division/Office/Institution: enter text.

Position or Classification: enter text.

Provide a brief statement of the relief or remedy sought:

enter text.

Do you believe this matter is appropriate for mediation? [ ] Yes [ ]  No

## 2. Representative Information (Optional)

An appellant may authorize a representative to act on his/her behalf. The Board must be notified of any change in representation.

Name: enter text.

Address: enter text.

Phone: enter text.

## 3. Disciplinary Appeal

Any permanent employee subject to the statutory jurisdiction of the Board who is dismissed, suspended, demoted or whose base salary is reduced may appeal to the Board. (WAC 357-52-010).

IMPORTANT: Please Note: Attach a copy of the disciplinary letter you received.

Check one of the following to indicate the type of appeal you are filing:

 [ ]  Dismissal

[ ]  Suspension [ ]  Demotion [ ]  Reduction in Salary

Effective Date: enter text.

## 4. Non-disciplinary Appeal

Any permanent employee subject to the statutory jurisdiction of the Board who is separated from state service, laid off, or whose position has been exempted from Chapter 41.06 RCW may appeal to the Board. (WAC 357-52-010). Attach a copy of the notification letter you received.

[ ]  Disability separation (WAC 357-46-175)

[ ]  Other separation (WAC 357-46-195, 10)

[ ]  Layoff

[ ]  Rule or law violation (Complete Part V of this form).

[ ]  Exemption of position

Effective Date: enter text.

## 5. Rule or Law Violation

Your request must cite the specific section(s) of the state civil service law (Ch. 41.06 RCW) or rules (Title 357 WAC) which you claim was violated, the particular circumstances of the alleged violation, and how you were adversely affected by the alleged violation. Your request should also include the remedy you are requesting.

What specific rule(s) or law(s) were violated?

RCW 41.06:

 enter text.

WAC 357:

enter text.

Determination already made by employer? [ ]  Yes [ ]  No

If yes, the date: enter text. By whom? enter text.

Describe the particular circumstances of the alleged violation and how you were adversely impacted:

enter text.

State the remedy you are requesting:

enter text.

## 6. Exceptions to Director’s Determination

An employee in a position at the time of its allocation or reallocation or the employer may appeal to the Board by filing written exceptions to the Director’s review determination.

**IMPORTANT: Please Note: Attach a copy of the Director’s determination.**

[ ]  Allocation – position classification

Date of Director’s determination by Director’s Designee: enter text.

Name of Director’s Designee: enter text.

To which classification do you think your position should be allocated?

enter text.

Identify the specific exception(s) you are taking to the Director’s determination and the specific portion(s) of the Director’s determination to which you disagree:

enter text.

Print Name (appellant or representative): enter text.

Signature: enter text.

Date: enter text.