

**WAC 357-52-020 What information must be submitted with the appeal?** (1) The appeal must include:

(a) The name and address of the appellant and if represented the name, address and telephone number of the representative,

(b) The name of the employer and the department that took the action which is being appealed,

(c) A telephone number at which the appellant can be reached,

(d) The job classification or position of the employee at the time of the action which is being appealed,

(e) A short statement of the grounds or reasons for the appeal, and if applicable, the rule(s) the appellant believes has been violated,

(f) A short statement of the relief or remedy sought by the appellant, and

(g) A short statement of whether the appellant believes the case would or would not be appropriate for mediation.

(2) An appeal of a disciplinary action, separation, layoff, or exemption must also include the effective date of the action and the employee's appointment status at the time of the action. The appeal must include a short statement of the nature of the action being appealed or a copy of the action letter from the employer.

(3) An appeal on exception to a director's determination must also detail the specific items of the director's determination to which exception is taken and should include a copy of the director's determination.

[Statutory Authority: Chapter 41.06 RCW. WSR 06-03-074, § 357-52-020, filed 1/12/06, effective 2/13/06; WSR 05-01-190, § 357-52-020, filed 12/21/04, effective 7/1/05.]