



2828 Capitol Blvd.  
PO Box 40911  
Olympia, WA 98504-0911

STATE OF WASHINGTON  
PERSONNEL APPEALS BOARD

(360) 586-1481  
FAX (360) 753-0139

September 15, 1997

CERTIFIED P-360-112-992  
P-360-112-993

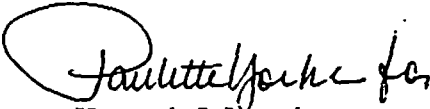
John R. Arthur  
Attorney at Law  
10900 NE 8<sup>th</sup> Street Suite 850  
Bellevue, WA 98004

RE: Annette Belden v. Department of Corrections, Reduction in Salary Appeal &  
Disability Separation Appeal, Case Nos. RED-95-0060 & DSEP-96-0016

Dear Mr. Arthur:

Enclosed is a copy of the order of the Personnel Appeals Board in the above-referenced matter. The order was entered by the Board on September 15, 1997.

Sincerely,

  
Kenneth J. Latsch  
Executive Secretary

KJL:lh  
Enclosure

cc: Annette M. Belden  
Michael Sellars, AAG  
Jennie Adkins, DOC

1 BEFORE THE PERSONNEL APPEALS BOARD  
2 STATE OF WASHINGTON

3 ANNETTE BELDEN, )  
4 Appellant, ) Case No. RED-95-0060 and DSEP-96-0016  
5 vs. )  
6 ORDER OF DISMISSAL  
7 DEPARTMENT OF CORRECTIONS, )  
8 Respondent. )

9  
10 These matters came before the Personnel Appeals Board, JUDITH MERCHANT, Chair; HOWARD  
11 N. JORGENSON, Vice Chair; and ROGER F. SANFORD, Member, pursuant to WAC 358-30-084.

12  
13 WAC 358-30-084 provides in relevant part:

14 (1) In all appeals filed with the personnel appeals board:

15 (a) Where the parties have indicated that the case has been settled and ready  
16 for dismissal and where there has been no action by the parties during the preceding  
thirty days; or

17 (b) When the board deems it appropriate for lack of timeliness or any other  
jurisdictional matter where there is no question of fact; or

18 (c) When a party refuses to participate in a prehearing conference pursuant to  
19 WAC 358-30-026(4); or

20 (d) When the board is unable to contact the appellant at the last address and  
telephone number provided by the appellant, the executive secretary or his/her  
21 designee may mail notice to the appellant or the appellant's representative and to the  
respondent or the respondent's representative that the appeal will be dismissed by the  
22 board unless within fifteen days following the date of service of the notice a written  
request is made to the board and good cause is shown why the appeal should be  
23 continued as a pending case.

24 (2) If no request is made, the matter will be brought before the board for  
dismissal.

1 The appeals of Annette Belden fall within the categories covered by the rule. Specifically, on July  
2 16, 1997, the Personnel Appeals Board (PAB) was informed that Ms. Belden had decided to drop  
3 her appeals before the PAB. By letter dated July 22, 1997, the PAB contacted the Appellant's  
4 Attorney and requested that the appeals be withdrawn. Subsequent to the July 22, 1997, letter from  
5 PAB, there had been no action taken by either party to these appeals.

6  
7 Therefore, on August 25, 1997, the PAB served the parties with a Notice of Potential Dismissal.  
8 The notice stated that the appeals would be dismissed, unless, within fifteen days following the date  
9 of service, the Board received a written request showing good cause why the appeals should be  
10 continued as a pending case. Appellant received a copy of the notice by certified mail on August  
11 26, 1997. Neither of the parties to this appeals have submitted a written request showing good  
12 cause why the appeals should be continued as a pending case.

13  
14 The Board having reviewed the files and records herein, being fully advised in the premises, now  
15 enters the following:

16 **ORDER**

17 NOW, THEREFORE, IT IS HEREBY ORDERED that the appeals of Annette Belden are  
18 dismissed.

19 DATED this 15<sup>th</sup> day of September, 1997.

20 WASHINGTON STATE PERSONNEL APPEALS BOARD

21   
22 Judith Merchant, Chair

23   
24 Howard N. Jorgenson, Vice Chair

25   
26 Roger F. Sanford, Member

Personnel Appeals Board  
2828 Capitol Boulevard  
Olympia, Washington 98504

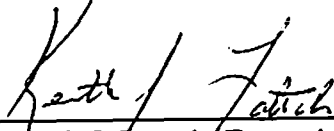


1 It appears that the appeals of Annette Belden fall within the categories covered by the rule.  
2 Specifically, on July 16, 1997, the Personnel Appeals Board (PAB) was informed that Ms. Belden  
3 has decided to drop her appeals before the PAB. By letter dated July 22, 1997, the PAB contacted  
4 the Appellant's Attorney and requested that the appeals be withdrawn. Subsequent to the July 22,  
5 1997, letter from PAB, there has been no action taken by either party to these appeals.

6  
7 Therefore, the appeals will be dismissed unless, within fifteen days following the date of service of  
8 this notice, the Board receives a written request showing good cause why the appeals should be  
9 continued as pending cases.

10  
11 DATED AND MAILED this 25<sup>th</sup> day of August, 1997.

12 WASHINGTON STATE PERSONNEL APPEALS BOARD

13  
14   
15 \_\_\_\_\_  
Kenneth J. Latsch, Executive Secretary  
16 (360) 586-1481

17 cc: Annette Belden, APP  
18 John R. Arthur, ATT  
19 Michael Sellars, AAG  
20 Jennie Adkins, DOC

21  
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Personnel Appeals Board  
2828 Capitol Boulevard  
Olympia, Washington 98504



2828 Capitol Blvd.  
PO Box 40911  
Olympia, WA 98504-0911

STATE OF WASHINGTON  
PERSONNEL APPEALS BOARD

(360) 586-1481  
FAX (360) 753-0139

July 22, 1997

John R. Arthur  
Attorney at Law  
10900 NE 8th Street, Suite 850  
Bellevue, WA 98004

RE: Annette Belden v. Department of Corrections  
PAB Case Nos. RED-95-0060 and DSEP-96-0016

Dear Mr. Arthur:

On July 16, 1997, you informed a mediator for the Personnel Appeals Board that Ms. Belden had decided to drop her appeals before the Board. However, the Board has not yet received a formal withdrawal of the appeals.

Before we can close our files on Ms. Belden's appeals, we must receive a formal notification of withdrawal. In order to assist you with submitting the withdrawal, I have enclosed a withdrawal form. Please sign, date and return the form to us as soon as possible so that we can close our files on the matters.

Sincerely,

Holly Galloway  
Senior Special Assistant to the Board

Enclosure

cc (without enclosure):

Michael P. Sellars, AAG  
Jennie Adkins, DOC  
Annette Belden, APP

WASHINGTON STATE  
PERSONNEL APPEALS BOARD

APPEAL STATUS REPORT  
(To be completed by Mediators)

Date: July 17, 1997  
Appeal Name: Belden v DOC  
Appeal Number: RED-95-0060

The status of the above-captioned appeal is as follows:

- The appeal was settled and a copy of the withdrawal order is attached.
- The appeal was settled and the parties are going to withdraw.
- Appellant called to advise that he/she would withdraw.
- The appeal has been settled but final paperwork has not been completed.  
\_\_\_\_\_ should be contacted by  
\_\_\_\_\_, 19\_\_ to be sure that the withdrawal is forthcoming.
- The appeal was not settled in mediation. The case should now be set for pre-hearing conference and hearing by the board.
- The mediation case has not been scheduled, and the case is being returned to the Board for re-assignment.

Other John Arthur, Atty representing  
Belden, sent letter dated 7-16-97  
indicating Belden has decided to "drop  
her appeals" letter attached

Janeefer Woods  
Mediator's Signature

7-17-97  
Date

JOHN R. ARTHUR  
ATTORNEY AT LAW  
10900 N.E. 8TH STREET SUITE 850  
BELLEVUE, WASHINGTON 98004  
(206) 455-2022

16 July 1997

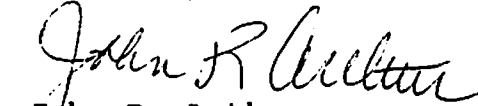
Jennifer Woods  
Attorney at Law  
715 North 193rd Place  
Seattle, Washington 98133

Copy to: (1) Client  
(2) File

Dear Ms. Woods:

Annette Belden has decided to drop her appeals before the Board and will pursue her discrimination claims with the Washington State Human Rights Commission. This decision is based upon the fact that the Commission can award reimbursement of her attorney fees. I understand that Mr. Sellers has requested a meeting. If he still wishes to meet after being informed of this letter, he can contact me directly. I would not object to your assistance at such a meeting.

Sincerely,

  
John R. Arthur



CERTIFICATE OF SERVICE

I certify that I served a copy of this document on all parties or their counsel of

record on 12/29/96 as follows:

- US Mail Postage Prepaid
- ABC/Legal Messenger
- State Campus Delivery
- Hand delivered by \_\_\_\_\_

Belden/McLaughlin

to \_\_\_\_\_  
I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Dated: December 29, 1996 at Olympia, WA.

Suzanne Biatty

**RECEIVED**

**DEC 24 1996**

**PERSONNEL  
APPEALS BOARD**

**BEFORE THE PERSONNEL APPEALS BOARD  
STATE OF WASHINGTON**

ANNETTE M. BELDEN,

Appellant,

v.

DEPARTMENT OF CORRECTIONS,

Respondent.

NO. DSEP-96-0016

NOTICE OF APPEARANCE

TO: KENNETH LATSCH, Executive Secretary, Personnel Appeals Board;  
AND TO: ANNETTE BELDEN, Appellant;

PLEASE TAKE NOTICE that the Respondent, Department of Corrections, without waiving objection as to the sufficiency of service of process or jurisdiction of this Board, does hereby enter its appearance in the above-entitled action, by and through its attorneys, CHRISTINE O. GREGOIRE, Attorney General, and MICHAEL P. SELLARS, Assistant Attorney General, and requests that all further pleadings herein be served upon said Respondent at the Office of the Attorney General at the address given below.

DATED this 19<sup>th</sup> day of December, 1996.

CHRISTINE O. GREGOIRE  
Attorney General

*Michael P. Sellars*

MICHAEL P. SELLARS  
WSBA #21331  
Assistant Attorney General  
Attorney for Respondent

JENNIFER WOODS  
Attorney at Law  
715 North 193rd Place  
Seattle, WA 98133  
(206) 546-9081

RECEIVED  
OCT 03 1996  
PERSONNEL  
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September 30, 1996

John R. Arthur  
Attorney at Law  
10900 NE 8th Street, #850  
Bellevue, WA 98004

Michael P. Sellars  
Assistant Attorney General  
P.O. Box 40145  
Olympia, WA 98504-0145

Re: Belden v. Dept. of Corrections  
PAB Case No. RED-95-0060

Dear Counsel:

I have been in touch with both of you concerning the mediation of the above referenced appeal which is scheduled for October 7, 1996. You both maintain that in light of some ongoing negotiations between Ms. Belden and DOC concerning reasonable accommodation issues, this mediation should be postponed. As such, the October 7, 1996 mediation is postponed.

I will contact you both in a couple of weeks to check on the status of this case. At that time, I will need to either reschedule this appeal for mediation, or, if you believe that would be fruitless, we can move directly to a pre-hearing conference.

I encourage you to explore the possibility of settling this appeal as you are working on the reasonable accommodation issues if it makes sense to work out one big package solution.

Very truly yours,

(51)  
Jennifer Woods

cc: Kenneth Latsch

JENNIFER WOODS  
Attorney at Law  
715 North 193rd Place  
Seattle, WA 98133  
(206) 546-9081

RECEIVED

JUL 25 1996

PERSONNEL  
APPEALS BOARD

July 24, 1996

Annette Belden  
12304 227th Avenue S.E.  
Monroe, WA 98272

Michael P. Sellars  
Assistant Attorney General  
P.O. Box 40145  
Olympia, WA 98504-0145

Re: Belden v. Dept. of Corrections  
PAB Case No. RED-95-0060

Dear Ms. Belden and Mr. Sellars:

The mediation in the above referenced matter will be held **Monday, October 7, 1996 at 10:00 a.m.** at the Washington State Reformatory, Monroe, Washington.

The purpose of the mediation is to settle the appeal to the mutual satisfaction of the parties without the need for a hearing before the Personnel Appeals Board. In the event that a settlement is not reached, we will hold a pre-hearing conference to set a firm hearing date, set dates for the exchange of witness and exhibit lists, discovery cut-offs and other pre-hearing matters.

I look forward to meeting with you in October.

Very truly yours,

  
Jennifer Woods

cc: Kenneth Latsch

---

## The Washington Public Employees Association • 1-800-544-WPEA

Headquarters • 124 10th Ave SW  
Olympia WA 98501 • (360) 943-1121  
FAX (360) 357-7627  
Toll Free (800) 544-9732

Monroe Office • 20014 Hwy 2-E • Unit C  
Monroe WA 98272 • (360) 794-0733  
FAX (360) 794-6986  
Toll Free (800) 794-9732

Walla Walla Office • 401 W Main • Suite B  
Walla Walla WA 99362 • (509) 529-8632  
FAX (509) 525-5487  
Toll Free (800) 529-9732

R E C E I V E D

July 15, 1996

JUL 17 1996

Kenneth Latsch, Executive Secretary  
WA State Personnel Appeals Board  
PO Box 40911  
Olympia WA 98504-0911

PERSONNEL  
APPEALS BOARD

Re: Annette Belden Vs. DOC, RED-95-0060

Dear Mr. Latsch:

This letter confirms that WPEA will not be representing the above-named employee in this appeal. Further correspondence on this issue can be directed to the employee at their home address: 12304 227th Street SE, Monroe, WA 98272.

Thank you for attending to this issue.

Sincerely yours,



Katherine E. Cunningham  
WPEA Corrections Program Director  
(sv/2kathy96/latsc714/07-15-96)

cc: Annette Belden  
Mark Lyon, WPEA General Counsel  
Diane Leigh, Manager Human Resources  
Jennifer Woods, Attorney at Law

JENNIFER WOODS  
Attorney at Law  
715 North 193rd Place  
Seattle, WA 98133  
(206) 546-9081

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JUN 11 1996

June 11, 1996

Kathleen Cunningham  
WPEA  
21004 Highway 2-E, Unit C  
Monroe, WA 98272

Michael P. Sellars  
Assistant Attorney General  
P.O. Box 40145  
Olympia, WA 98504-0145

Re: Belden v. Dept. of Corrections  
PAB Case No. RED-95-0060

Dear Ms. Cunningham and Mr. Sellars:

My understanding is that WPEA has not determined yet whether it will be representing Ms. Belden in the above referenced appeal.

I would like to go ahead and at least set a tentative date for the mediation in this matter. My understanding is that Mr. Sellars is available for this mediation **October 7, 1996**. Please hold this date on your calendars for this mediation and I will do the same with the hope that Ms. Belden's representative will be available that day as well.

Thank you for your help in getting this scheduled.

Very truly yours,

(S)  
Jennifer Woods

cc: Kenneth Latsch

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PERSONNEL  
APPEALS BOARD

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**BEFORE THE PERSONNEL APPEALS BOARD  
STATE OF WASHINGTON**

ANNETTE BELDEN,

Appellant,

v.

STATE OF WASHINGTON,  
DEPARTMENT OF CORRECTIONS,

Respondent.

NO. RED-95-0060

NOTICE OF APPEARANCE

TO: KENNETH LATSCH, Executive Secretary, Personnel Appeals Board;  
ANNETTE BELDEN, Appellant;  
JOHN H. COLLINS, Washington Public Employees Association.

PLEASE TAKE NOTICE that the Respondent, State of Washington, Department of Corrections, without waiving objection as to the sufficiency of service of process or jurisdiction of this Board, does hereby enter its appearance in the above-entitled action, by and through its attorneys, CHRISTINE O. GREGOIRE, Attorney General, and MICHAEL P. SELLARS, Assistant Attorney General, and requests that all further pleadings herein be served upon said Respondent at the Office of the Attorney General at the address given below.

DATED this 5th day of November, 1995.

CHRISTINE O. GREGOIRE  
Attorney General



MICHAEL P. SELLARS  
Assistant Attorney General  
WSBA No. 21331  
(360) 664-4188

ORIGINAL

ATTORNEY GENERAL OF WASHINGTON  
Labor & Personnel Division  
905 Plum St. SE, Bldg. 3  
PO Box 40145  
Olympia, WA 98504-0145  
(360) 664-4167



2828 Capitol Blvd.  
PO Box 40911  
Olympia, WA 98504-0911

STATE OF WASHINGTON  
PERSONNEL APPEALS BOARD

(360) 586-1481  
FAX (360) 753-0139

October 27, 1995

John Collins  
Washington Public Employees Association  
21004 Hwy 2-E Unit C  
Monroe, WA 98272

RE: Annette Belden v. Department of Corrections, Reduction in Salary Appeal,  
Case No.: RED-95-0060

Dear Mr. Collins:

This letter is to acknowledge receipt of the above entitled appeal by the Personnel Appeals Board on October 26, 1995.

Sincerely,

Kenneth J. Latsch  
Executive Secretary

KJL:tmp

cc: Annette Belden  
Linda A. Dalton, AAG  
Jennie Adkins, PO

---

## The Washington Public Employees Association • 1-800-544-WPEA

Headquarters • 124 10th Ave SW  
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FAX (360) 794-6986  
Toll Free (800) 794-9732

Walla Walla Office • 401 W Main • Suite B  
Walla Walla WA 99362 • (509) 529-8632  
FAX (509) 525-5487  
Toll Free (800) 529-9732

RECEIVED

October 26, 1995

OCT 27 1995  
*10/24/95*  
PERSONNEL  
APPEALS BOARD

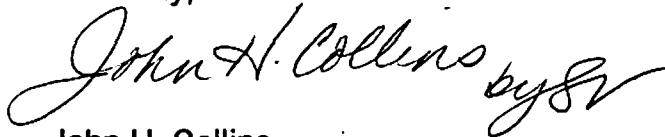
Kenneth Latsch, Executive Secretary  
Washington State Personnel Appeals Board  
PO Box 40911  
Olympia WA 98504-0911

Re: Annette Belden, RN - WSR

Enclosed is the appeal and evidentiary documents regarding the appeal of the above named employee, covered by the **WPEA-DOC CONTRACT**.

Please contact me through the WPEA Monroe office for scheduling or request for further information.

Sincerely,



John H. Collins  
Employee Relations Specialist  
(sv/john/beld1026/10-26-95)

cc: Annette Belden  
Phil Archibald, WPEA-WSR President  
Mark Lyons, WPEA General Counsel



# APPEAL FORM

WASHINGTON STATE PERSONNEL APPEALS BOARD  
2828 Capitol Blvd.  
P.O. Box 40911  
Olympia, WA 98504-0911

PH: SCAN 321-1481  
(360) 586-1481  
FAX: (360) 753-0139

This form will help you provide necessary information to the Personnel Appeals Board when you file an appeal. You are not required to use this form; however, appeals must be filed in accordance with the requirement as set forth in Chapter 358-20 WAC.

If the space on the form is insufficient or if you wish to provide additional information, you may attach additional pages.

PRINT OR TYPE - SIGN ON PAGE 2

## PART I. APPELLANT IDENTIFICATION

RECEIVED

NAME: Belden, Annette  
(Last name, first name, middle initial)

OCT 27 1995

HOME ADDRESS: 12304 227th Avenue S E  
(Number and street)  
Monroe WA 98272  
(City, state and ZIP code)

PERSONNEL  
APPEALS BOARD

PHONE NUMBERS: WORK: (360) 794-2600  
(Include area code)  
HOME: (360) 794-4132

EMPLOYING AGENCY OR INSTITUTION: Washington State Reformatory

AGENCY OR INSTITUTION THAT TOOK ACTION YOU ARE APPEALING: WSR

## PART II. REPRESENTATIVE'S NAME, ADDRESS AND TELEPHONE NUMBER:

John H. Collins, WPEA Employee Relations Specialist  
20014 HWY 2-E Unit #C 1 (360) 794-0733  
Monroe WA 98272 1 (800) 794-9732

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

## PART III. TYPE OF APPEAL

CHECK ONE OF THE FOLLOWING TO INDICATE THE TYPE OF APPEAL YOU ARE FILING:

- a. Disciplinary: (check applicable action(s).  
 Dismissal,  Suspension,  Demotion,  Reduction in Salary;
- b. Disability Separation;
- c. Rule or Law Violation (complete Part IV. of this form);
- d. Reduction in Force/Layoff (complete Part IV. of this form);
- e. Allocation (position classification) (complete Part V. of this form);
- f. Declaratory Ruling (see WAC 358-20-050);

8. Exemption of Position.

PART IV. RULE VIOLATION OR PRODUCTION-IN-FORCE APPEALS ONLY

What Rule(s) or Law(s) do you believe were violated?

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Explain the particular circumstances of the alleged violation:

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How were you adversely affected by the alleged violation?

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What remedy are you requesting in this case?

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PART V. ALLOCATION APPEALS ONLY

Has there been a review of your allocation? Yes  No

If so, by whom? \_\_\_\_\_

What is your present classification? \_\_\_\_\_

To which class do you think your position should be allocated? \_\_\_\_\_

  
SIGNATURE OF APPELLANT OR REPRESENTATIVE

10/17/95  
DATE SIGNED



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
WASHINGTON STATE REFORMATORY  
P.O. Box 777 • Monroe, Washington 98272-0777

September 28, 1995

**PERSONAL DELIVERY**

Annette Belden  
12304 227th Avenue S.E.  
Monroe, WA 98272

Mrs. Belden:

This is official notification that you will be reduced in pay ten percent for a period of one year within your present class of Registered Nurse 3, salary range 49N, step P, \$4,074.00 per month to step L, \$3,690.00 per month, effective October 16, 1995 through October 15, 1996.

This disciplinary action is taken pursuant to the Civil Service Law of Washington State, Chapter 41.06, revised Code of Washington, and the Merit System Rules, Title 35, Washington Administrative Code Section 356-34-010 (1-a) Neglect of Duty, (1-c) Incompetence, (1-d) Insubordination, (1-h) Gross misconduct, and 356-34-020 Reduction in Salary - Demotion - Procedure.

This action has become necessary because of your unacceptable behavior which is enumerated and specified in the following:

- 1) You neglected your duty, committed an act of gross misconduct, and were insubordinate in that on March 27, 1995 it was discovered that you failed to comply with my written directive for you to provide me copies of documents which you attached to nine (9) complaints you filed with the Washington State Board of Practical Nursing. You had submitted, as an agent of the Department, a complaint to the Board of Nursing against Jayne Morse, a Licensed Practical Nurse under your supervision. Upon Ms. Morse's rebuttal to your allegations, I directed you to provide me with all copies of documents which you had submitted to the Board of Nursing. Although you had provided numerous Departmental documents to the Board, you failed to provide me with the same information. Although you submitted some material, the following documents were not provided me as I had directed: (a) Page 005, Letter of Reprimand dated 7/12/95; (b) Page 006, Memo Prescription Pickups dated 3/30/94; (c) Page 013, Page from PT file Warneking dated 3/19/94; (d) Page 014, Valley General ER Sheet; (e) Page 032, Statement regarding evaluation; (f) Page 033, Evaluation page 2 dated 5/4/94; (g) Page 034, Evaluation Additional sheet; (h) Page 035,



Evaluation page 3; (i) Page 040, Notes of staff meeting dated 12/8/93; (j) Page 055, May Phenobarb sheet McGinnis dated 6/94; (k) Page 063, Marc log dated 6/94; (l) Page 064, Log dated 7/94; (m) Page 065, Narc log dated 7/94; (n) Page 072, Accident/incident dated 2/14/94; (o) Page 075, Lab slip LeBlanc dated 3/2/94; (p) Page 083, Letter from AB to Lt. Pearson dated 4/1/94; (q) Page 087, Chart Note DY W.M. dated 3/15/94. (Attachment #1)

You knowingly did not comply with my February 6, 1995 directive. Even though my instruction to you was very clear, you failed to advise me of any confusion you may have had. As an employee and supervisor of the Department, you have a duty to comply with all directives I issue. Your failure to obey an order by the highest ranking official at the Washington State Reformatory is considered neglect of duty, gross misconduct and insubordination and illustrates your unwillingness to accept direction. Furthermore, your insubordination demonstrates your failure to accept authority and supervision. I must be able to rely upon subordinate staff to perform in accordance with my directives and policies.

- 2) You committed a second act of gross misconduct and neglected your duty in that on March 27, 1995 it was discovered that you had allowed your Registered Nurse license to expire. Your license was expired between October 25, 1994 and December 22, 1994, yet you continued to perform nursing functions. Practicing as a Registered Nurse without a license is unlawful. You have a duty to maintain the required license and to take all necessary actions to ensure that it be current. Licenses for all health care professionals expire on their birthday in order that it be easily remembered. Your actions of misconduct have subjected the Department to substantial liability for your disregard in maintaining a current license while caring for patients in our charge. (Attachment #2)
- 3) You have been incompetent in accomplishing your duties as evidenced by an employee performance evaluation which covers the period from January 3, 1995 to June 23, 1995. (Attachment #3) This special evaluation reflects that you fail to meet minimum requirements in all six (6) performance dimensions. This evaluation is laden with examples of substandard performance and behavior which cannot be tolerated especially at a Registered Nurse 3 level. Your inability to perform at an acceptable and satisfactory level as the head of nursing personnel cannot be tolerated.

Additionally, in reviewing your personnel file, I find the following documents of more unacceptable performance and unacceptable behavior:


- A) A memorandum dated June 15, 1995 by Norma Gray, Health Care Manager, in which an incident with an Licensed Practical Nurse was brought to your attention. You had failed to provide the post exposure package following a nursing personnel's expose to blood and body fluid; (Attachment #4)
- B) A memorandum dated June 15, 1995 by Norma Gray, Health Care Manager, in which she addressed your failure to properly supervise a Registered Nurse who had been incorrectly prepouring narcotics, performing lab draws and working with IV lines without using gloves; (Attachment #5)
- C) A memo dated June 15, 1995 by Norma Gray in which she reminded you of a June 1, 1995 instruction to you to advise nurses on the night shift to identify patients on narcotics and to then ensure that the inmates be placed on "Sports lay in"; (Attachment #6)
- D) A memo dated June 16, 1995 from Norma Gray in which she instructed you to perform lab draws on inmates and to pass medications during a complete med line. (Attachment #7)

Copies of the two Employee Conduct Reports, the Employee Performance Evaluation, and memoranda from Norma Gray, Health Care Manager, are attached hereto and incorporated herein. (Attachments 1 - 7)

In conclusion, based on my review of your prior performance and the more recent incidents of neglectful and unacceptable behavior, I have determined to reduce your salary. Norma Gray, Health Care Manager, will assist you in meeting standards of performance and will identify your skills which must be improved. Your performance will be monitored and evaluated quarterly. You will be appraised, via discussions with your supervisor and employee performance evaluations will reflect how your performance meets the standards established by your supervisor. Formal quarterly meetings with you should further provide you with the guidance you require. I am in hopes that significant improvement in your behavior/performance will be evident. You are also placed on notice that any future actions of wrongdoing may result in disciplinary action up to and including dismissal.

Page Four  
September 28, 1995

Under the provisions of the Washington Administrative Code 358-20-010 and 040, you have the right to appeal this action to the Personnel Appeals Board. Your appeal must be filed in writing to the Office of the Executive Secretary, Personnel Appeals Board, 2828 Capitol Boulevard, Olympia, Wa 98504, within thirty (30) days after the effective date stated in paragraph one of this letter or you have the right to file a grievance under the provisions of Article 10 of the Collective Bargaining Agreement between the Department of Corrections and the Washington Public Employees Association.

  
Kenneth DuCharme, Superintendent  
Washington State Reformatory

KDC:jh

Attachments

cc: Jennie Adkins, Director, Division of Human Resources  
Eldon Vail, Assistant Director, Division of Prisons  
Kathy L. Dalton, Assistant Attorney General  
Cheryl Landers, Northwest Area Personnel Manager  
L. Nani McLaughlin, Personnel Supervisor  
Personnel File

CHASE RIVELAND  
Secretary



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

MEMORANDUM

TO: Annette Belden, RN 3

DATE: 6/15/95

FROM: Norma L. Gray *NLG* HCM 2

SUBJECT: Jayne Morse, LPN

Yesterday, June 14, 1995 Jayne Morse, LPN reported a needle stick to you that occurred earlier in the Dialysis Room. At the time Jayne reported to you we were in the fourth floor hospital morning report, at which time you left the room to go get Jayne an exposure packet. As the nursing supervisor it is your responsibility not only to provide the post exposure package following any such incident, but you are also expected to explain to the nurses how they fill out the paperwork and what procedures they should follow. This was not done with Jayne and she states that you told her she would have to take sick leave to go down to see her physician. Anytime an employee has exposure to blood and body fluid they should be instructed to either see their own physician within 24 hours or they should be sent to Valley General Hospital to be checked. These visits are not at the employees expense nor are they expected to use sick leave to make these appointments.

Please review the post exposure packet and the Infection Control Manual to update yourself on the proper procedures to follow if incidents like this occur in the future.

cc: K. DuCharme, Superintendent  
~~Norma L. Gray personnel file~~  
Jayne Morse personnel file  
two file

NLG/cm

ATTACHMENT #	<u>4</u>
PAGE	<u>1</u> OF <u>1</u>

CHASE RIVELAND  
Secretary



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

MEMORANDUM

TO: Annette Belden, RN 3

DATE: 6/15/95

FROM: Norma L. Gray *NLC* HCM 2

SUBJECT: Dorothy Stithem, RN 2

It was brought to my attention today that Dorothy Stithem, RN 2 has been prepouring narcotics, putting them in unmarked paper fluted cups, and then placing them in an unmarked drawer in the medcart. This is an unsafe and unacceptable practice.

It was also brought to my attention that she has been doing lab draws and working with IV lines without using gloves. In one incident she assisted in securing the IV line on an HIV positive patient without the use of gloves. According to OSHA, WISHA, and the Department of Health the institution could be fined \$5,000.00 dollars per nurse if this practice were reported to the Department of Health.

Please discuss these two issues with Dorothy and prepare a letter of counseling outlining the proper technique she should be using. I will review the letter of counseling on Tuesday, June 20th, 1995 prior to you issuing it to her.

cc: K. DuCharme, Superintendent  
~~Annette Belden personnel file~~  
Dorothy Stithem personnel file  
file

NLG/cm

ATTACHMENT # 5  
PAGE 1 OF 1



CHASE RIVELAND  
Secretary



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

MEMORANDUM

TO: Annette Belden, RN 3

DATE: 6/15/95

FROM: Norma L. Gray *NLG* HCM 2

SUBJECT: Memos

On 6/1/95 I instructed you to write a memo to the night shift RN'S requesting them to look up all patients currently on narcotics and then to check their chart to see if they had been put on a Sports layin. As of this date I have received nothing from you or the night shift nurses. Please follow through and I will expect a current list in my mailbox no later than June 19, 1995.

cc: K. DuCharme, Superintendent  
~~Annette Belden personnel file~~  
file

NLG/cm

ATTACHMENT # 6  
PAGE 1 OF 1

CHASE RIVELAND  
Secretary



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

MEMORANDUM

TO: Annette Belden, RN 3

DATE: 6/16/95

FROM: *Norma L. Gray*  
Norma L. Gray, HCM 2

SUBJECT: Lab draws and medline

Earlier this week I asked you if you had performed any lab draws on inmates or if you had passed meds at one medline. You stated that you had observed a couple of medlines and that you had practiced lab on four staff members but had not done any labs on inmates. During this next week of June 19 through the 23rd, 1995 I will expect you to do all the labs on one day and pass medications during one complete medline. If you have any questions regarding these instructions, please see me.

cc: K. DuCharme, Superintendent  
~~Annette Belden personnel file~~  
file

NLG/cm  
*z/k*

RECEIVED  
JUN 19 1995

PERSONNEL OFFICE  
WASHINGTON STATE  
REFORMATORY

ATTACHMENT #	<u>7</u>
PAGE	<u>1</u> OF <u>1</u>

THIS FORM TO BE USED IN COMPLIANCE WITH POLICY DIRECTIVE NO. 857.005

INSTRUCTIONS AND TIME LIMITS:

1. The person making the report shall provide a clear description of the incident under "Description of Incident" and, with any witness(es) or person(s) having knowledge, shall sign in the space provided and submit to the supervisor of the involved employee within fourteen (14) calendar days after the date of discovery of an employee's alleged misconduct.
2. The form shall be submitted to the employee involved who shall complete the "Employee's Statement" and return the report to his/her supervisor within seven (7) calendar days following the date of receipt.
3. The appropriate supervisor shall review the facts of the incident, complete the "Supervisor's Report" and submit the report to the Office Head within seven (7) calendar days following the date of receipt.
4. The Office Head or designated representative shall review and within thirty (30) calendar days following the date of receipt determine whether misconduct has occurred. This shall be reported under "Administrative Comments" and shared with the employee. When the supervisor and Office Head are the same person, the supervisor's supervisor shall complete the Administrative Comments.

EMPLOYEE INVOLVED Annette Belden	ORGANIZATIONAL UNIT WSR Health Services
POSITION TITLE RN 111	DATE OF INCIDENT 3/27/95
	TIME OF INCIDENT <input type="checkbox"/> AM <input type="checkbox"/> PM

DESCRIPTION OF INCIDENT:

It was brought to my attention on 3/27/95 through written and verbal communication from the Washington State Nursing Board of Licensing that your RN license was expired from 10/25/94 to 12/22/94. During that period of time you continued to function as the RN 111 at Washington State Reformatory. You failed to notify anyone that you were unlicensed even though your licensure is required to perform your duties as a RN 111.

REPORTED BY: (PLEASE PRINT) Norma L. Gray	POSITION TITLE Health Care Manager 11	SIGNATURE <i>Norma L. Gray</i>	DATE 3/30/95
WITNESS(ES):	POSITION TITLE	SIGNATURE	DATE

ATTACHMENT # 2 DATE 4

PAGE 1 OF 4

I have received and read the ECR dated 3/30/95 and I disagree with its contents as written.

Signature of Employee:

*Annette Bellan*

Date:

3/31/95

SUPERVISOR'S REPORT:

DATE RECEIVED BY SUPERVISOR

*Mike Williams*

BY:

4-6-95

Per the memo of Acting Superintendent Mike Williams, dated April 10, 1995, the time frame for completion of the Supervisor's Report section of this Employee Conduct Report was suspended, with due date of May 1, 1995.

See attached investigation report.

Signature & Title of Supervisor:

*Mike Williams*  
Acting Assoc. / Custody

Date:

5-1-95

ADMINISTRATIVE COMMENTS: DATE RECEIVED BY OFFICE HEAD

5-1-95

BY:

*R. DeCarman*

On May 10, 1995, I met with you, Vikki Howell, your union representative, and Judy Hardin, personnel representative. At this meeting you were provided the opportunity to explain why you had not renewed your RN license in a timely manner. You provided the explanation that you were depressed due to the first-year anniversary of your son's death in December 1993. You also made note that your son's birth date was in the month of September and the depression lingered over the intervening months between September and December. You stated that you had difficulty sleeping, were somber and under doctor's care during this period of time. Your doctor states that "...In December, the anniversary of her son's birth and death, she became increasingly depressed and needed much support..." It does not say anything about the period of time prior to December.

It is a requirement of your position as a Registered Nurse 3 to have a valid Washington State license to practice as a registered, professional nurse." Further, according to the Nursing Commission it is unlawful for you to practice as a registered nurse unless you are licensed.

By allowing your license to lapse, you left the Department of Corrections and specifically the Washington State Penitentiary liable for any actions which occurred in your department for a two-month period, October 25, 1995, through December 20, 1995. Therefore, I find you guilty of misconduct.

Signature of Office Head:

*R. DeCarman*

Date:

5-19-95

WASE RIVELAND  
Secretary



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

MEMORANDUM

TO: Annette Belden, RN 3

DATE: 6/15/95

FROM: Norma L. Gray *NLC* HCM 2

SUBJECT: Memos

On 6/1/95 I instructed you to write a memo to the night shift RN'S requesting them to look up all patients currently on narcotics and then to check their chart to see if they had been put on a Sports layin. As of this date I have received nothing from you or the night shift nurses. Please follow through and I will expect a current list in my mailbox no later than June 19, 1995.

cc: K. DuCharme, Superintendent  
Annette Belden personnel file  
file

NLG/cm

CHASE RIVELAND  
Secretary



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS  
MEMORANDUM

TO: NIGHT SHIFT

DATE: 6/1/95

FROM: Annette Belden, RN 3 *AB*

SUBJECT: Sports lay-ins for patients  
on narcotics

Please look up all patients on narcotics. Check chart to see if they have a sports lay-in on a HSR. If not, please do one and leave in my mail box.

Thank you.

cc: Norma L. Gray, HCM 2  
file

AB/cm



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

## MEMORANDUM

TO: Shift Sargent

DATE: 6/26/95

FROM: Mary Yopez, RN II

SUBJECT: Sports Lay Ins for Analgesics

The following is a current list of inmates on prescribed analgesics, who should be restricted from sport activities, in compliance with their prescribed treatment. This list needs to be updated by telephone calls at the noted date of prescription expiration, and added to as others receive prescriptions. Please distribute to the block officers and supervising staff in the sports and activity centers.

NAME	DOC #	EXPIRATION DATE	HOUSE
McGinnis, Earl	929181	7/4 (prob. indefinite)	A-339
Powell, Ford	235359	12/95	A-416
LeBlanc, Byron	702036	7/8 (prob. indefinite)	A-317
Bovat, Marc	974343	7/4 (prob. indefinite)	A-418
Braud, Clifford	623428	6/29	A-312
Delmarter, Dennis	247356	7/12	A-239
Fanning, Michael	288319	9/9	B-234
Dewyer, John	967818	7/21 (prob. indefinite)	C-408
Early, Llyod	937574	9/21 (prob. indefinite)	C-118
Horn, John	975475	6/31	C-316
Culbertson, Pat	622329	7/9 (prob. indefinite)	D-213
Thornton, Curtis	624308	7/9 (prob. indefinite)	D-129
Verdusco, Ignacio	710811	7/14	D-214
MacDonnovan, Jesse	988659	6/31	3A
Dyer, Donald	264782	8/1 (prob. indefinite)	3A-04
Condon, Steve	978256	7/20 (prob. indefinite)	3A-09
Doss, Everett	979827	9/12	3A-05

cc: Annette Belden, RN III  
Norma Gray, HCM

Norma L. Gray, HCM 2

5/25/95

Annette Belden, RN 3

Response to your memo of  
5/17/95

Monitoring Medication Cards.

I have monitored cards monthly in a timely fashion. I have instructed staff in improving each month according to the deficiencies that I noted. The med cards have improved 100%. Last month the last remaining issue I saw was DC correctly. I have scanned the cards and see an improvement already.

The monthly staff schedule has been done on time. A continuing problem is requests given to me after the schedule is done. On the same day I hung the current schedule I made 4 changes. I have a new format and it looks good.

Staff are aware of their special assignments and are doing or working on them. I talked to staff individually to see if they had any questions. I will monitor that program. I will update the list as new needs are recognized and new staff come on board.

I wrote the ManDown Protocol for custody and medical. The response from Sgt Hall and Captain Evans was good job.

I have established a new needle and syringe audit system. You approved it. I am disappointed in the system and will make changes as you suggested.

I try to keep you verbally updated on a daily basis regarding progress on goals or expectations.

I have devised an audit sheet for chart review. Its a good start but I think I will have to revise it.

I have reviewed and submitted all medication reports, as we discussed. I have difficulty in getting the MLP to do their



portion of it. As you recently suggested, I will have the report complete up to my portion and give you a copy and put them in the MLP's mail.

I did observe the nurses in the new sick call and gave them support as they needed it.

I am scheduled with Dr. Saetrum tomorrow and hope to complete both the Emergency boxes and review the existing Disaster Inventory and make changes accordingly.

I have observed both the morning and noon medication line. L. Creighton did the AM line and Dru Meloche did the afternoon line. Both were equally organized and followed accepted standards of nursing practice. The inmates were quiet and orderly and behaved well.

I have observed the diabetic line. It is very efficient. Most of the diabetics do their own sugars and Insulin. I have done the diabetic line myself.

I have worked a 4 hour period on the IPU unit. I expect to do more in that area.

I have put the nursing protocols in place. I hope to write more. They are being used correctly.

I have successfully done 5 blood draws as you requested and would like to do more.

I have interviewed RN's and hired 3 intermittents. I have kept overtime to a minimum with intermittent scheduling.

The Crash cart inventory is accurate, however we will soon be changing both the contents and the box. The big test was that we passed the State Inspection with flying colors because I continually instructed staff on requirements and checked them myself.

I have communicated verbally with you on all the requirements you have expected and yet in your memo you say you have not been informed.

I feel that I have made a tremendous effort to comply with your style of management and will continue to do so. I am a good supervisor but it seems to me that you came in with preconceived judgements and plans. I feel we can resolve these issues. I have always enjoyed my job.

cc: K. DuCharme, Superintendent  
Personnel file  
Vicki Howell  
file

AB/cm

...the cards ...

...the staff ...

Staff are aware of the special ...

...the staff ...

I have established ...

...the staff ...

I have decided on ...

I have reviewed ...

CHASE RIVELAND  
Secretary



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

MEMORANDUM

TO: Norma L. Gray, HCM 2

DATE: 6/16/95

FROM: Annette Belden, RN 3

SUBJECT: Dorothy Stithem, RN 2

On 6/12/95 we discussed in your office that I needed to put Dorothy Stithem on the 3rd floor because with the Inpatient Unit at a census of 12 that gives only 4 patients apiece.

Originally in May I told you I planned to schedule Dorothy on the 3rd floor. You became upset and yelled at me to put her on the 4th floor. I felt that was a poor decision because there is more experience to be gained on the 3rd floor.

You insisted she work the 4th floor and she has, I have remained with her a full day and observed her setting up, connecting and running IV meds. I observed her give regular medications and narcotics. I have seen her charting and have her notes to compare the charting for accuracy and compliance. She worked very well with other staff. On 6/14/95 we discussed the above and told you that a little slowness so far is her problem. Then we both agreed that this would not matter on night shift.

On 6/14/95 I told you that on Tuesday I would like Dorothy on the 3rd floor to observe Dorothy doing a lab draw and dressing change.

You will receive a written report of her progress as agreed on 6/14/95.

cc: K. Ducharme, Superintendent  
Annette Belden personnel file  
Vicki Huett, WPEA  
file

CHASE RIVELAND  
Secretary



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**

**MEMORANDUM**

TO: Dorothy Stithem, RN 2 .

DATE: 6/23/95

FROM: Annette Belden, RN 3 *AB*

SUBJECT: Performance

You have been working day shift for a month. It has given me the opportunity to observe your work.

**Inpatient Unit summary:**

You were assigned daily patients. You were able to care for them satisfactorily.

Your patients were complimentary about your care.

You gave medications appropriately with the exception of one incident of prepouring narcotics inappropriately.

You were noted to have handled blood products without gloves.

Since then I have observed you utilizing proper aseptic technique in blood draws and IV preparation and dressing changes.

Your observations and charting were good.

Your verbal report was excellent.

**Outpatient Unit summary:**

My general observation is that OPU day shift is to fast paced for you to accomplish.

Medication line was very difficult for you and you could not adapt well.

You were able to perform Block 3 medication line effectively.

You were able to do the diabetics satisfactory.

Sick call was fast paced for you.

You did blood draws appropriately.

Summary:

In general the day shift was to fast paced for you. However, you successfully demonstrated those procedures necessary for night shift. You will return to night shift July 1, 1995.

cc: Norma L. Gray, HCM 2  
Personnel file

AB/cm

*Nancy Stuhm RN*  
*6/29/95*

CHASE RIVELAND  
Secretary



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

MEMORANDUM

TO: Annette Belden, RN 3

DATE: 6/15/95

FROM: Norma L. Gray *NLC* HCM 2

SUBJECT: Jayne Morse, LPN

Yesterday, June 14, 1995 Jayne Morse, LPN reported a needle stick to you that occurred earlier in the Dialysis Room. At the time Jayne reported to you we were in the fourth floor hospital morning report, at which time you left the room to go get Jayne an exposure packet. As the nursing supervisor it is your responsibility not only to provide the post exposure package following any such incident, but you are also expected to explain to the nurses how they fill out the paperwork and what procedures they should follow. This was not done with Jayne and she states that you told her she would have to take sick leave to go down to see her physician. Anytime an employee has exposure to blood and body fluid they should be instructed to either see their own physician within 24 hours or they should be sent to Valley General Hospital to be checked. These visits are not at the employees expense nor are they expected to use sick leave to make these appointments.

Please review the post exposure packet and the Infection Control Manual to update yourself on the proper procedures to follow if incidents like this occur in the future.

cc: K. DuCharme, Superintendent  
Annette Belden personnel file  
Jayne Morse personnel file  
two file

NLG/cm



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Norma L. Gray, HCM 2

6/21/95

Annette Belden, RN 3

Response to your memo of  
6/15/95 regarding Jayne  
Morse, LPN 3

Miss Morse has had another incident that required her filling out the Post Exposure Form in the past. She was well acquainted with it. I asked her if she knew how to do it, she said yes I'll just fill it out. I told her to call me if she had any questions. I asked her if she had checked the patients chart, she said yes, he was clean. I asked if she had called a doctor; she said she would. I overheard her making an appointment with the doctor. I did not tell her to take sick time but I did tell her she could go when she had to.

I do not understand why you automatically send me accusatory memos without even asking me about the situation in question. I feel as though you solicit every morsel of gossip from malcontents and write me as though it is true. It doesn't seem to matter whether the incident is a year or two old.

I feel as though you are deliberately discriminating against me and this has adversely affected by health. I also feel that you continually undermine my position.

cc: K. Ducharme, Superintendent  
Personnel file  
Vickie Howell, WPEA  
File

AB/cm

## The Washington Public Employees Association • 1-800-544-WPEA

Headquarters • 124 10th Ave SW  
Olympia WA 98501 • (360) 943-1121  
FAX (360) 357-7627  
Toll Free (800) 544-9732

Monroe Office • 20014 Hwy 2-E • Unit C  
Monroe WA 98272 • (360) 794-0733  
FAX (360) 794-6986  
Toll Free (800) 794-9732

Walla Walla Office • 401 W Main • Suite B  
Walla Walla WA 99382 • (509) 529-8632  
FAX (509) 525-5487  
Toll Free (800) 529-9732

# FAX

# RECEIVED

OCT 26 1995

PERSONNEL  
APPEALS BOARD

Date:

*Oct 26 1995*

Number of pages including cover sheet:

*4*

To:

*Kenneth Latsch*  
*Ex. Secretary*  
*PAB*

Phone:

Fax phone: *(360) 753-0139*

CC:

From:

WPEA

*John Collins*  
*by JCV*

Phone:

360-794-0733

Fax phone:

360-794-6986

REMARKS:

Urgent

For your review

Reply ASAP

Please comment

SHOULD ANY PROBLEMS OCCUR WITH THIS TRANSMISSION, PLEASE CALL 1-800-794-9732. This facsimile message is for the use of the addressee named herein, and may contain legally privileged and confidential information. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this transmission in error, please immediately notify us by telephone and return the original transmission to the address above via the appropriate postal service. We will reimburse you any reasonable costs you incur in notifying us and returning the transmission to us. Thank you.



---

## The Washington Public Employees Association • 1-800-544-WPEA

Headquarters • 124 10th Ave SW  
Olympia WA 98501 • (360) 943-1121  
FAX (360) 357-7627  
Toll Free (800) 544-9732

Monroe Office • 20014 Hwy 2-E • Unit C  
Monroe WA 98272 • (360) 794-0733  
FAX (360) 794-6986  
Toll Free (800) 794-9732

Walla Walla Office • 401 W Main • Suite B  
Walla Walla WA 99362 • (509) 529-8632  
FAX (509) 525-5487  
Toll Free (800) 529-9732

October 26, 1995

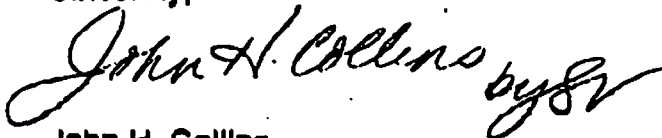
Kenneth Latsch, Executive Secretary  
Washington State Personnel Appeals Board  
PO Box 40911  
Olympia WA 98504-0911

Re: Annette Belden, RN - WSR

Enclosed is the appeal and evidentiary documents regarding the appeal of the above named employee, covered by the WPEA-DOC CONTRACT.

Please contact me through the WPEA Monroe office for scheduling or request for further information.

Sincerely,



John H. Collins  
Employee Relations Specialist  
(ev/john/beld1026/10-26-95)

cc: Annette Belden  
Phil Archibald, WPEA-WSR President  
Mark Lyons, WPEA General Counsel

**APPEAL FORM**

RED95-0060

VASHINGTON STATE PERSONNEL APPEALS BOARD  
828 Capitol Blvd.  
P.O. Box 40911  
Olympia, WA 98504-0911

PH: SCAN 321-1481  
(360) 586-1481  
FAX: (360) 753-0139

This form will help you provide necessary information to the Personnel Appeals Board when you file an appeal. You are not required to use this form, however, appeals must be filed in accordance with the requirements as set forth in Chapter 358-20 WAC. If the space on the form is insufficient or if you wish to provide additional information, you may attach additional pages.

PRINT OR TYPE - SIGN ON PAGE 2

**PART I. APPELLANT IDENTIFICATION**

NAME: Belden, Annette  
(Last name, first name, middle initial)

HOME ADDRESS: 12304 227th Avenue S E  
(Number and street)  
Monroe WA 98272  
(City, state and ZIP code)

PHONE NUMBERS: WORK: (360) 794-2600  
(Include area code)  
HOME: (360) 794-4132

RECEIVED

OCT 26 1995

PERSONNEL APPEALS BOARD

EMPLOYING AGENCY OR INSTITUTION: Washington State Reformatory

AGENCY OR INSTITUTION THAT TOOK ACTION YOU ARE APPEALING: WSR

**PART II. REPRESENTATIVE'S NAME, ADDRESS AND TELEPHONE NUMBER:**

John H. Collins, WPEA Employee Relations Specialist  
20014 HWY 2-E Unit #C 1 (360) 794-0733  
Monroe WA 98272 1 (800) 794-9732

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

**PART III. TYPE OF APPEAL**

CHECK ONE OF THE FOLLOWING TO INDICATE THE TYPE OF APPEAL YOU ARE FILING:

- a. Disciplinary: (check applicable action(s).  
 Dismissal,  Suspension,  Demotion,  Reduction in Salary;
- b. Disability Separation;
- c. Rule or Law Violation (complete Part IV. of this form);
- d. Reduction in Force/Layoff (complete Part IV. of this form);
- e. Allocation (position classification) (complete Part V. of this form);
- f. Declaratory Ruling (see WAC 358-20-050);
- g. Exemption of Position.

**PART IV. RULE VIOLATION OR REGULATION-IN-FORCE APPEALS ONLY**

What Rule(s) or Law(s) do you believe were violated?

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Explain the particular circumstances of the alleged violation:

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How were you adversely affected by the alleged violation?

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What remedy are you requesting in this case?

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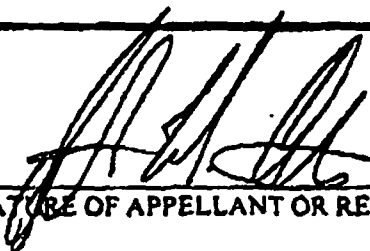
**PART V. ALLOCATION APPEALS ONLY**

Has there been a review of your allocation? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, by whom? \_\_\_\_\_

What is your present classification? \_\_\_\_\_

To which class do you think your position should be allocated? \_\_\_\_\_



SIGNATURE OF APPELLANT OR REPRESENTATIVE

10/17/95

DATE SIGNED