



**Washington State
Department of Transportation**

Lynn Peterson
Secretary of Transportation

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TTY: 1-800-833-6388
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January 29, 2015

Stacy Trussler
16411 9th Avenue SE
Burien, WA 98166

HAND DELIVERED

Dear Ms. Trussler:

This is notification that you are being administratively reassigned to your home, effective the date of this letter, for the next 30 days or until further notice.

You are expected to be at your place of residence and available by telephone during your regularly scheduled work hours, Monday through Friday, unless you request leave or report an inability to be available for work due to health reasons as specified in the Department's leave policy (attached). If you wish to take leave during these hours, you must request and obtain approval in advance of the desired absence, except for unforeseen circumstances, as described in the leave policy. Annual leave that has already been scheduled and approved will be honored.

During the reassignment you will limit your communication with WSDOT staff to Jeff Pelton, the Director of Human Resources and Safety, and Kim Britton, Headquarters Human Resources Manager. I must advise you that engaging in any act or behavior that would create an unreasonable interference in the workplace or an unreasonably disruptive work environment will not be tolerated. If you have any questions or need additional clarification regarding your administrative reassignment to home, please contact Jeff Pelton at 360-705-7388 or Kim Britton at 360-357-2613.

Sincerely,

Amy Scarton
Assistant Secretary
Community and Economic Development

AS:hm

Attachment: Chapter 8 of HR Desk Manual, *Leave*

Cc: Personnel File
Labor Relations Office

COPY

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