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STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES

Yakima Valley School - 609 Speyers Road B39-15 Selah, WA 98942
(509) 698-1300 * (509) 697-2230 Fax

April 6, 2015

Dawne Hyde
7605 Richey Road
Yakima, WA 98908

CONFIDENTIAL
PERSONAL SERVICE

Subject: ALTERNATE ASSIGNMENT

Dear Ms. Hyde

Personnel ID # 20023895

This is official notification that effective **April 6, 2015** you are placed on alternate assignment at the DDA Region Office at 3700 Fruitvale Blvd., Suite 200. For this alternate assignment, you will report to Tammy Winegar, YVS Superintendent. Tammy Winegar will remain your permanent supervisor and will continue to be responsible for completing your Performance Development Plan. This action is in accordance with the Master Agreement between the State of Washington and the WFSE, and is the result of an investigation into allegations concerning violation of Administrative Policy 18.64. Your alternate assignment will remain in effect until further notice.

1. Your scheduled work shift during this re-assignment is Monday through Friday from 8:00 a.m. to 4:30 p.m. with Saturday and Sunday off.
2. You are to perform only the department work specifically assigned to you by management.
3. Your base salary will remain the same.
4. You are to notify Tammy Winegar before coming onto the grounds of the Yakima Valley School during working hours. If you need to meet with your shop steward, you must contact Tammy Winegar in advance to make arrangements.
5. You are not restricted from attending union functions at non-work site locations during non-work hours. If you need to request leave to attend union functions, your leave request will not be denied.



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6. If you need to retrieve personal belongings or other items, please contact Tammy Winegar in advance to make arrangements.
7. When communicating with fiscal employees at Yakima Valley School, please cc all e-mails to Tammy Winegar.
8. You must contact Tammy Winegar and receive authorization prior to taking vacation leave, personal holiday or leave without pay. For personal illness or emergencies contact Tammy Winegar as soon as possible.
9. You are not to retaliate in any fashion towards those involved in bringing the allegation(s) forward or anyone involved in the investigation of the allegation(s).

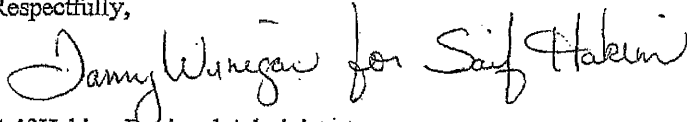
As a DSHS employee, you are still subject to all applicable DSHS policies, rules, regulations and Master Agreement, including, but not limited to, safety rules.

Failure to comply with the work instructions contained in this letter may result in disciplinary action up to and including dismissal.

This assignment is not a disciplinary action or a presumption that misconduct has occurred. It is being taken as a precautionary step while an investigation is conducted regarding the allegations referenced above. You will be provided an opportunity to respond to the allegations.

If you have any questions regarding your status or the above work instructions, you may contact Tammy Winegar, YVS Superintendent at (509) 698-1255 or Saif Hakim, DSHS/DDA Regional Administrator at (509)329-2893.

Respectfully,



Saif Hakim, Regional Administrator
Region 1 Spokane

cc: Kristi Lee, HR Manager
Mary McGehee, HR Representative
Tammy Winegar, Superintendent