# DIRECTOR OF THE DEPARTMENT OF LABOR AND INDUSTRIES OF THE STATE OF WASHINGTON

Steffanie Bui,

NO. 2021-007-WPA

Appellant.

DIRECTOR'S ORDER

Determination of Compliance No. 207-20

RCW 49.48.084(4); RCW 34.05

OAH Docket No. 06-2020-LI-01453

Joel Sacks, Director of the Washington State Department of Labor & Industries, having considered the Initial Order served on January 19, 2021, having considered the petition for review filed by the Appellant, Steffanie Bui, and the briefing submitted to the Director's Office, and having reviewed the record created at hearing, issues this Director's Order.

The Director makes the following Findings of Fact, Conclusions of Law, and Final Decision and Order.

#### I. FINDINGS OF FACT

- 1. The Office of Administrative Hearings issued and served the Initial Order on January 19, 2021. The Initial Order affirmed the Department's Determination of Compliance No. 207-20.
- 2. On January 25, 2021, the Appellant timely filed a petition for review with the Director.
- 3. The Director adopts and incorporates the Initial Order's findings of facts 4.1 through 4.13, 4.16, 4.18 through 4.19, and 4.21 through 4.23.

- 4. During the May 31, 2018 meeting, Appellant requested back pay for her off-the-clock work. In the meeting, Appellant clearly indicated to her employer that she worked hours for which she had not been paid. This was the first time Appellant requested pay for the time she worked outside of her scheduled hours. *Tr. at* 186:15-187:21, 247:12-16.
- 5. Appellant mentioned back pay to her union representative in an email dated October 2, 2018, but did not further discuss back pay for her off-the-clock work with her employer. *Ex 10, p.22; Bui Testimony.*
- 6. On June 5, 2019, Appellant filed a Wage Complaint and Retaliation Complaint with the Department. Ex. 3.
- 7. Appellant's job title/classification, seniority in her classification, work schedule, and wage remained the same after the transfer to Nisqually. *Burleigh Testimony*.
- 8. The Director adopts and incorporates the Initial Order's "Issues" statement, the "Order Summary," and the "Hearing" summary.

## II. CONCLUSIONS OF LAW

- 1. Based on Ms. Bui's timely filed petition for review, there is authority to review and decide this matter under RCW 49.48.084 and RCW 34.05.
- 2. The Director adopts and incorporates the Initial Order's Conclusions of Law 5.1 through 5.14, 5.20, and 5.22 through 5.24.
- 3. Appellant exercised her protected wage rights by notifying her employer of her off-the-clock work and requesting back pay for that work during the May 31, 2018 meeting.
- 4. Appellant again exercised her protected wage rights by filing a Wage Complaint and Retaliation Complaint with the Department on June 5, 2019.
- 5. A complaint for retaliation must be filed within 180 days of the alleged retaliatory action. WAC 296-128-780(1). The Department may therefore investigate retaliation that occurs up to 180 days before the filing of a retaliation complaint. The Department had authority to investigate whether any retaliation for Appellant's May 31, 2018 exercise of her wage rights occurred between December 7, 2018, and the Retaliation Complaint filed on June 5, 2019. The Department did not have the authority to investigate allegations of retaliatory actions occurring before December 7, 2018.
- 6. The Department may investigate information suggesting further violations that occurred after the filing of the Wage Complaint and Retaliation Complaint, without the filing of a further complaint. WAC 296-128-780(7). The Department therefore had the authority to investigate Appellant's additional allegations of retaliation between June 5, 2019, and issuance of the Determination of Compliance on March 7, 2020.
- 7. The Director has the authority to determine if any adverse action by the Employer between December 7, 2018, and March 7, 2020, was taken in retaliation for Appellant's

- exercise of her protected wage rights. The Director does not have authority to determine if any action by the Employer after the Determination of Compliance was taken in retaliation for Appellant's exercise of protected wage rights.
- 8. Appellant has not established by the preponderance of the evidence that the Employer took adverse action against her in retaliation for her exercising her rights to minimum wage on either May 31, 2018, or June 5, 2019. Appellant has not established that Employer's investigation into the allegations of harassment and intimidation or the resulting transfer of Appellant to a different school with different job duties was a result of and in retaliation for her exercising her rights to minimum wage on either May 31, 2018, or June 5, 2019. Employer provided a credible and plausible business explanation for its business decisions to investigate the allegations of harassment and intimidation and to transfer Appellant to a different school.

## III. DECISION AND ORDER

Consistent with the above Findings of Fact and Conclusions of Law, the Determination of Compliance No. 207-20 is affirmed. The Initial Order of January 19, 2021, is incorporated by reference herein.

DATED at Tumwater, Washington this 17th day of August 2021.

## **SERVICE**

This Order was served on you the day it was deposited in the United States mail. RCW 34.05.010(19).

## APPEAL RIGHTS

Reconsideration. Any party may file a petition for reconsideration. RCW 34.05.470. Any petition for reconsideration must be filed within 10 days of service of this Order and must state the specific grounds on which relief is requested. No matter will be reconsidered unless it clearly appears from the petition for reconsideration that (a) there is material clerical error in the order or (b) there is specific material error of fact or law. A petition for reconsideration, together with any argument in support thereof, should be filed by mailing, or by emailing to <a href="mailto:DirectorAppeal@LNI.WA.GOV">DirectorAppeal@LNI.WA.GOV</a>, or delivering it directly to Joel Sacks, Director of the Department of Labor and Industries, P. O. Box 44001 Olympia, Washington 98504-4001, with a copy to all other parties of record and their representatives. Filing means actual receipt of the document at the <a href="mailto:Director's Office.">Director's Office.</a> RCW 34.05.010(6).

NOTE: A petition for reconsideration is <u>not</u> required before seeking judicial review. If a petition for reconsideration is filed, however, the 30-day period will begin to run upon the resolution of that petition. A timely filed petition for reconsideration is deemed to be denied if, within twenty (20) days from the date the petition is filed, the Director does not (a) dispose of the petition or (b) serve the parties with a written notice specifying the date by which it will act on the petition. RCW 34.05.470(3).

Judicial Review. Any petition for judicial review must be filed with the appropriate court and served within 30 days after service of this Order. RCW 34.05.542. RCW 49.48.084(5) provides, "Orders that are not appealed within the time period specified in this section and Chapter 34.05 RCW are final and binding, and not subject to further appeal." Proceedings for judicial review may be instituted by filing a petition in superior court according to the procedures specified in chapter 34.05 RCW, Part V, Judicial Review and Civil Enforcement.

## **DECLARATION OF MAILING**

I, Lisa Deck, hereby declare under penalty of perjury under the laws of the State of Washington, that this DIRECTOR'S ORDER was mailed on the 17<sup>th</sup> day of August 2021, to the following via U.S. Mail, postage prepaid, and e-mail, to the following:

Steffanie Bui 6515 Virginia Street SE Lacey, WA 98503 sbui1963@gmail.com

School District #3, Thurston County c/o Krista Hornish 305 College Street NE Lacey, WA 98516 (sent via US Mail only) Christina Dallen, AAG
Office of the Attorney General
PO Box 40121
Olympia, WA 98504
Christina.Dallen@atg.wa.gov
LIOlyCE@atg.wa.gov

DATED this 17 day of august, 2021, at Tumwater, Washington.

## WASHINGTON STATE OFFICE OF ADMINISTRATIVE HEARINGS

In the matter of:

Docket No. 06-2020-LI-01453

Steffanie Bui,

INITIAL ORDER

Appellant.

Agency: Labor and Industries Program: Wage Payments

Agency No. DOC-207-20

#### 1. ISSUES

1.1. Whether the employer, School District #3, Thurston County, retaliated against Steffanie Bui from July 2019 through February 2020, for exercising her right to minimum wage for the period of May 2018 through May 9, 2019, in violation of Revised Code of Washington 49.46.210?

1.2. Whether or not the Department's Determination of Compliance should be affirmed?

#### 2. ORDER SUMMARY

2.1 School District #3, Thurston County, did not retaliate against Steffanie Bui for exercising her right to minimum wage for the period of May 2018 through May 9, 2019.

2.2. The Department's Determination of Compliance is AFFIRMED.

#### 3. HEARING

3.1. Hearing Date:

November 16, 2020

3.2. Administrative Law Judge:

Dan Gerard

3.3. Appellant:

Steffanie Bui ("Appellant" or "Ms. Bui")

3.3.1. Representative:

Steffanie Bui, pro se

3.4. Agency:

Labor and Industries ("Department")

3.4.1. Representative:

Christina Dallen, Assistant Attorney General

3.4.2. Witnesses:

3.4.2.1. Bridget Osborne, Department Industrial Relations Agent

3.4.2.2. Charles Burleigh, Executive Director of Human Resources, School District #3, Thurston County

- 3.4.2.3. Dawn Long, Director of Human Resources, School District #3, Thurston County
- 3.4.2.4. Heather McCarthy, Principal, Mountain View Elementary
- 3.5. Washington Licensed Court Reporters: Connie Church on November 16, 2020 and Mary Jo Fratella on November 17, 2020.
- 3.6. Exhibits: Department's Exhibits 1 through 26 were admitted. Appellant's Exhibits A through R were admitted. Department and Appellant's Exhibit lists were entered.

#### 4. FINDINGS OF FACT

I find the following facts by a preponderance of the evidence:

#### Jurisdiction

- 4.1. On March 27, 2020, the Department issued to Appellant the "Determination of Compliance No. 207-20". Exhibit ('Ex.') 1.
- 4.2. The Determination found School District #3, Thurston County ("Employer") did not retaliate against Appellant for exercising her right to minimum wage for the period of May 2018 through May 9, 2019. *Id.*
- 4.3. On April 7, 2020, Appellant timely appealed the Determination. Ex. 2.

Steffanie Bui and School District #3, Thurston County

- 4.4.On September 30, 2015, Employer hired Appellant as an Office Professional II. *Ex. B.* Employer assigned Appellant to work at Mt. View Elementary assisting with pre-school students. *Testimony of Steffanie Bui ("Bui Testimony")*.
- 4.5. On December 1, 2015, Employer reclassified Appellant's position to an Office Professional III. Ex. C.
- 4.6. From the beginning of her employment, Appellant was scheduled to work 4 days per week, as the preschool was closed on Wednesdays. *Bui Testimony.* Appellant's work schedule did not change with the reclassification of her position from an Office Professional II to an Office Professional III. *Ex. C.*
- 4.7. Appellant routinely worked on Wednesdays without pay or permission from the employer since 2015 through 2018. *Bui Testimony.*
- 4.8. In May 2017, Appellant requested to include Wednesdays into her workweek scheduled. Ex. 17, p. 3. The Employer denied the Appellant's request. Id.
- 4.9. On April 30, 2018, Appellant renewed her request for Employer to change her work schedule to allow her to work on Wednesdays from 12:00 p.m. to 4:00 p.m., because Appellant was having difficulties performing her job duties within her preexisting schedule. *Ex. E, p. 4.* In addition, work on Wednesdays would allow

- Appellant to attend routine trainings which were customarily held on Wednesdays. *Ex. E, p. 6-8.*
- 4.10. Employer denied Appellant's request to work on Wednesdays as the preschool did not hold class on Wednesdays. *Testimony of Heather McCarthy ("McCarthy Testimony")*, *Bui Testimony; Ex. 4*, p. 1-2.
- 4.11. On May 31, 2018, Appellant, Appellant's union representative Leslie Gaspar, and Employer, represented by Principal McCarthy and Human Resource Director Dawn Long met to discuss Appellant's concerns on a variety of issues relating to her workload. Bui Testimony; McCarthy Testimony; Testimony of Dawn Long ("Long Testimony").
- 4.12. Appellant requested to be allowed to work on Wednesdays in order to "adequately fulfill" her job responsibilities in the upcoming school year. *Id*, Ex. 10, p. 11-12.
- 4.13. As a result of the meeting, Employer granted Appellant permission to work an extra three hours to catch up on monthly attendance and two extra days to process students' files prior to the start of the new school year. Employer denied Appellant's request to include Wednesdays to her working schedule. Ex. 10, p. 12.
- 4.14. Appellant did not request to be paid for the unscheduled work shifts predating the May 31, 2018, meeting. The Department claims it considered the May 31, 2018, meeting to be Appellant's exercise of her right to be paid minimum wage for the unpaid work. This is not credible, as neither the evidentiary record nor testimony substantiate this position. The documentary record is clear and consistent that Appellant's request to be paid during this meeting for Wednesdays was prospective and not retrospective. Ex. G, p. 9; Ex. F p. 7; Ex. 10, p. 9; Ex. 23, p. 5; Ex. 23, p. 7; Ex. 6, p. 43.
- 4.15. Appellant's statement on June 1, 2018, that, "In the past I have been coming in on my day off to complete the job tasks but it has been a burden financially," is not a clear invocation of her right to be paid for previous work performed, but rather an additional factor Appellant asked Employer to consider in her request for the added workday. Ex. 10, p. 10.
- 4.16. Appellant continued to work on Wednesdays after her request to amend her schedule was denied. *Bui Testimony*.

Wage Complaint and Retaliation Complaint

4.17. On June 5, 2019, Appellant filed a Wage Complaint and Retaliation Complaint with the Department. *Ex. 3.* These complaints are the first time Appellant requested pay for the hours worked on the unauthorized Wednesdays since 2015 to either the Department or Employer.

## Employer Actions following Wage Complaint

- 4.18. On June 18, 2019, independent investigators with Clear Risk Solutions completed an investigation regarding allegations Appellant harassed and intimidated coworker, Becky Malleck. Ex. O. The investigation was initiated in May 2019. McCarthy Testimony. Employer did not have any involvement in the outcome of the investigation beyond providing witnesses and supporting evidence. Id. The investigation concluded Appellant harassed and intimidated Ms. Malleck, as alleged. Ex. O.
- 4.19. After the independent investigator concluded Appellant harassed and intimidated the co-worker, Employer transferred Appellant to the Nisqually Middle School ("Nisqually") starting the fall semester 2019. Bui Testimony; McCarthy Testimony; Testimony of Charles Burleigh ("Burleigh Testimony").
- 4.20. Appellant's job title, work schedule and wage remained the same after the transfer to Nisqually. *Burleigh Testimony.*
- 4.21. The type of work Appellant performed at Nisqually differed from the work she performed at Mt. View Elementary. *Bui Testimony*. Appellant's work duties at Nisqually were mostly copying and administrative duties. Appellant's work at Mt. View Elementary consisted mostly of assisting children and teachers directly. *Bui Testimony*.
- 4.22. Mt. View Elementary did not request Appellant to act as a Vietnamese interpreter following the transfer to Nisqually. *Bui Testimony.* Interpreter services were not required of Appellant's office professional position. *Id.* Appellant was paid for her interpretation services independently of her office professional position. *Id.* Appellant performed interpreter services intermittently throughout the school year for numerous schools. *Id.*
- 4.23. Employer opted for the services of another Vietnamese interpreter for the one time a Vietnamese interpreter was needed during the fall semester 2019, because of a previous incident with Appellant and the Vietnamese-speaking family. *McCarthy Testimony.*

## 5. CONCLUSIONS OF LAW

Based upon the facts above, I make the following conclusions:

5.1. I have jurisdiction over the persons and subject matter here under Revised Code of Washington ("RCW") 49.48.084 and Chapter 34.05 RCW.

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#### Burden of Proof

- 5.2. In appealing a determination of compliance, the party challenging the Department's decision has the burden of proof, by a preponderance of the evidence. The standard of review of a determination of compliance by the Administrative Law Judge is *de novo*. RCW 49.48.084(3).
- 5.3. A preponderance of the evidence is that evidence which, when fairly considered, produces the stronger impression, has the greater weight, and is more convincing as to its truth when weighed against the evidence in opposition to it. *Yamamoto v. Puget Sound Lumber Co.*, 84 Wash. 411, 146 P. 861 (1915).
- 5.4. Substantial evidence must be presented and must be "sufficient to persuade a fair-minded person of the truth or correctness of the matter." *Ongom v. Dept. of Health*, 124 Wn. App. 935, 948-49, 104 P.3d 29 (2005), *reviewed on other grounds*, 155 Wn.2d 1001, 122 P.3d 185 (2005)

#### Wage Payment Law

- 5.5. If an employee files a wage complaint, the Department must investigate. RCW 49.48.083(1).
- 5.6. If the Department determines that the employer violated one or more wage payment requirements, the Department issues a Citation and Notice of Assessment. RCW 49.48.083(1); RCW 49.48.082(1), (7). If not, the Department issues a Determination of Compliance. RCW 49.48.083(1); RCW 49.48.082(3).
- 5.7. Wage payment requirements are those "set forth in RCW 49.46.020, 49.46.130, 49.48.010, 49.52.050, or 49.52.060, and any related rules adopted by the department." RCW 49.48.082(10). These wage payment requirements include, but are not limited to, requirements to pay minimum wages, overtime wages, agreed wages, and wages for final pay periods. RCW 49.48.082(12).
- 5.8. "Wage complaint" means a complaint from an employee to the department that asserts that an employer has violated one or more wage payment requirements and that is reduced to writing. RCW 49.48.082(11).
- 5.9. It is unlawful for an employer to take any adverse action against an employee because the employee has exercised their rights provided under chapter 49.46 RCW. Such rights include, but are not limited to: Filing an action, or instituting or causing to be instituted any proceeding under or related to chapter 49.46 RCW; exercising their right to paid sick leave, minimum wage, overtime, tips and gratuities; or testifying or intending to testify in any such proceeding related to any rights provided under chapter 49.46 RCW. Washington Administrative Code ("WAC") 296-128-770(3).

- 5.10. Adverse action means any action taken or threatened by an employer against an employee for their exercise of chapter 49.46 RCW rights, which may include, but is not limited to:
  - a) Denying use of, or delaying payment for, paid sick leave, minimum wages, overtime wages, all tips and gratuities, and all service charges, except those service charges itemized as not being payable to the employee or employees servicing the customer;
  - b) Terminating, suspending, demoting, or denying a promotion;
  - c) Reducing the number of work hours for which the employee is scheduled;
  - d) Altering the employee's preexisting work schedule;
  - e) Reducing the employee's rate of pay; and
  - f) Threatening to take, or taking action, based upon the immigration status of an employee or an employee's family member.

WAC 296-128-770(4).

- 5.11. An employee who believes that they were subject to retaliation by their employer, as defined in WAC 296-128-770, for the exercise of any employee right under chapter 49.46 RCW, may file a complaint with the department within one hundred eighty days of the alleged retaliatory action. WAC 296-128-780(1).
- 5.12. During an investigation of the employee's retaliation complaint, if the department discovers information suggesting alleged violations by the employer of the employee's other rights under chapter 49.46 RCW, and all applicable rules, the department may investigate and take appropriate enforcement action without requiring the employee to file a new or separate complaint. If the department determines that the employer violated additional rights of the employee under chapter 49.46 RCW, and all applicable rules, the employer may be subject to additional enforcement actions for the violation of such rights. If the department discovers information alleging the employer retaliated against or otherwise violated rights of other employees under chapter 49.46 RCW, and all applicable rules, the department may launch further investigation under chapter 49.46 RCW, and all applicable rules, without requiring additional complaints to be filed. WAC 296-128-780(7).

Jurisdiction Over Alleged Retaliatory Actions

- 5.13. In order to determine if a retaliatory action or actions occurred, this Tribunal must first determine when Appellant exercised her rights under chapter 49.46 RCW.
  - 5.14. WAC 296-128-770(3) contains a non-exhaustive list of those rights, including the right to be paid minimum wage for work performed.

- 5.15. Beginning in 2017 and continuing through June 2019, Appellant did not exercise her right to minimum wage when requesting to work on Wednesdays. Appellant's request to be allow to work on, and be paid for, Wednesdays was prospective, that is to say her requests were to be paid for dates worked in the future. While Appellant did request to be paid for the unpaid work to her union representative in an email dated October 2, 2018, this memorialization of the request to be paid was not "to the department" as required in RCW 49.48.083(11) or to Employer. *Ex. 10, p. 22.*
- 5.16. The only affirmative and unequivocal evidence in the record of Appellant requesting to be paid for the unpaid work was in the Wage Complaint and Retaliation Complaint dated June 5, 2019.
- 5.17. As the Retaliation Complaint was filed the same day as the Wage Complaint, there could not have been any retaliation as a result of Appellant exercising her right to minimum wage.
- 5.18. WAC 296-128-780(7), however, does permit the department to investigate any possible violations which may have occurred after the filing of the Retaliation Complaint and during the investigation.
- 5.19. As such, this Tribunal has jurisdiction to determine if any of the action of the employer *after* Appellant filed her Retaliation Complaint were retaliatory for Appellant's filing the Wage Complaint.

School Transfer and Interpreter Services

- 5.20. For an employer's action to be retaliatory it must be adverse to the employee and must be a result of employee exercising her rights under chapter 49.46 RCW. RCW 296-128-770.
- 5.21. Employer's investigation into the allegations of harassment and intimidation predated Appellant's Wage Complaint or Retaliation Complaint. While the adverse action, in this case the transfer of Appellant to a different school with slightly different job duties, occurred after Appellant filed her Wage Complaint, Appellant has not established by a preponderance of the evidence the transfer to Nisqually was a result of and retaliation for her exercising her rights to minimum wage on June 5, 2019.
- 5.22. Additionally, Appellant has not established by a preponderance of the evidence that Employer retaliated against her by not calling her to interpret for one family in the fall of 2019. Employer provided a credible and plausible explanation for their business decision to use another interpreter.

- 5.23. Employer did not retaliate against Appellant for exercising her right to minimum wage.
- 5.24. Accordingly, the Department's Determination of Compliance will be AFFIRMED.

## 6. INITIAL ORDER

## IT IS HEREBY ORDERED THAT:

- 6.1. School District #3, Thurston County, did not retaliate against Appellant for exercising her right to minimum wage.
- 6.2. The Department's Determination of Compliance is AFFIRMED.

Issued from Tacoma, Washington on the date of mailing.

Dan Gerard

Administrative Law Judge

Office of Administrative Hearings

CERTIFICATE OF SERVICE ATTACHED

### APPEAL RIGHTS - READ CAREFULLY

#### PETITION FOR REVIEW

Any party that disputes this Initial Order may file a Petition for Administrative Review with the Director of the Department of Labor and Industries. You may e-mail your Petition for Administrative Review to the Director at <a href="mailto:directorappeal@lni.wa.gov">directorappeal@lni.wa.gov</a>. You may also mail or deliver your Petition for Administrative Review to the Director at the Department's physical address listed below.

Mailing Address:

Director

Department of Labor and Industries

PO Box 44001

Olympia, WA 98504-4001

Physical Address:

7273 Linderson Way SW

Tumwater, WA 98501

If you e-mail your Petition for Administrative Review, please do not mail or deliver a paper copy to the Director.

Whether you e-mail, mail or deliver the Petition for Administrative Review, the Director *must actually receive* the Petition for Administrative Review during office hours at the Director's office within 30 days of the date this Initial Order was mailed to the parties. You must also provide a copy of your Petition for Administrative Review to the other parties at the same time.

If the Director does not receive a Petition for Administrative Review within 30 days from the date of the Initial Order, the Initial Order shall become final with no further right to appeal. $^2$ 

If you timely file a Petition for Administrative Review, the Director will conduct an administrative review under chapter 34.05 RCW.

<sup>&</sup>lt;sup>1</sup> RCW 49.48.084 and RCW 34.05.464.

<sup>&</sup>lt;sup>2</sup> RCW 49.48.084 and Chapter 34.05 RCW.

## CERTIFICATE OF SERVICE FOR OAH DOCKET NO. 06-2020-LI-01453

I certify that true copies of this document were served from Tacoma, Washington via Consolidated Mail Services upon the following as indicated:

Steffanie Bui 6515 Virginia Street SE Lacey, WA 98503 Appellant/Wage Claimant	<ul> <li>⋉ First Class Mail</li> <li>□ Certified Mail, Return Receipt</li> <li>□ Hand Delivery via Messenger</li> <li>□ Campus Mail</li> <li>□ Facsimile</li> <li>□ E-mail</li> </ul>
Christina Dallen, AAG Office of the Attorney General MS: 40121 PO Box 40121 Olympia, WA 98504 Respondent Representative	<ul> <li>☐ First Class Mail</li> <li>☐ Certified Mail, Return Receipt</li> <li>☐ Hand Delivery via Messenger</li> <li>☐ Campus Mail</li> <li>☐ Facsimile</li> <li>☒ E-mail christina.dallen@atg.wa.gov</li> <li>toni.radasa@atg.wa.gov</li> <li>LIOlyCE@ATG.WA.GOV</li> </ul>
School District #3, Thurston County c/o Krista Hornish 305 College Street NE Lacey, WA 98516 Intervenor/Employer	<ul> <li>☑ First Class Mail</li> <li>☐ Certified Mail, Return Receipt</li> <li>☐ Hand Delivery via Messenger</li> <li>☐ Campus Mail</li> <li>☐ Facsimile</li> <li>☐ E-mail</li> </ul>

Date: Tuesday, January 19, 2021

OFFICE OF ADMINISTRATIVE HEARINGS

Carla Sullivan

Legal Assistant 4