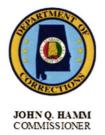


State of Alabama Department of Corrections

Alabama Criminal Justice Center 301 South Ripley Street P. O. Box 301501 Montgomery, AL 36130-1501 (334) 353-3883



December 6, 2024

ADMINISTRATIVE REGULATION NUMBER 215

OPR: PERSONNEL

REEMPLOYMENT OF FORMER EMPLOYEES

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for governing the reemployment of former departmental employees.

II. POLICY

It is the policy of the ADOC that the Commissioner/Designee approve the reemployment of former departmental employees.

III. DEFINITIONS AND ACRONYMS

Reemployment: Refers to individuals who are rehired after separating their employment with the Department.

IV. RESPONSIBILITIES

- A. It is the responsibility of Wardens/Division Directors/Designees to request approval from the Commissioner/Designee before rehiring a former ADOC employee.
- B. The Personnel Division Director/Designee is responsible for processing approved requests for reemployment.

V. PROCEDURES

A. Wardens/Division Directors/Designees shall make requests to rehire former ADOC employees in writing through the Personnel Division Director/Designee, and to the Commissioner/Designee.

- B. A justification for rehiring a former employee along with all relevant work history information shall be submitted with the request for approval.
- C. A former employee may submit a request for re-employment in writing through the Personnel Division Director/Designee, and the Commissioner/Designee.
- D. The Personnel Division Director/Designee shall process all approved reemployment requests in accordance with state procedures.
- E. The Personnel Division Director/Designee shall advise Wardens/Division Directors in cases of disapproval.

VI. <u>DISPOSITION</u>

There are no forms prescribed by this regulation. Therefore, disposition procedures are not necessary.

VII. FORMS

There are no forms prescribed by this regulation.

VIII. <u>SUPERSEDES</u>

This Administrative Regulation supersedes AR 215, *Reemployment of Former Employees*, dated February 23, 2005, and any changes.

IX. PERFORMANCE

- A. Code of Alabama 1975 § 14-1-1.1 et seq., 36-26-37
- B. Rules of the State of Alabama Personnel Board
- C. State of Alabama Personnel Procedures Manual

John Q. Hamm Commissioner