



BOB RILEY
GOVERNOR

State of Alabama Alabama Department of Corrections

301 S. Ripley Street
P. O. Box 301501
Montgomery, AL 36130



DONAL CAMPBELL
COMMISSIONER

February 23, 2005

ADMINISTRATIVE REGULATION
NUMBER 215

OPR: PERSONNEL

REEMPLOYMENT OF FORMER EMPLOYEES **Alabama Department of Corrections**

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 or his/her designee approves the reemployment of former departmental employees.

III. DEFINITION(S) AND ACRONYM(S)

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

IV. RESPONSIBILITIES

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

V. PROCEDURES

- A. Wardens and Division Directors shall make requests to rehire former ADOC employees in writing through the Personnel Division Director to the Commissioner or his/her designee.
- B. A justification for rehiring a former employee 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 to the Commissioner or designee.
- D. The Personnel Division shall process all approved reemployment requests in accordance with state procedures.
- E. The Personnel Division shall advise Wardens and Division Directors in cases of disapproval.

VI. DISPOSITION

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

VII. FORMS

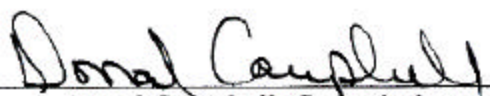
This regulation does not implement any forms.

VIII. SUPERCEDES

This Administrative Regulation supercedes Administration Regulation 215 dated June 3, 1983, as amended.

IX. PERFORMANCE

This administrative regulation updates policy and procedure pertaining to the reemployment of former ADOC employees and is based on, but not limited to, the Rules of the State Personnel Board, as amended.



Donal Campbell, Commissioner