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JOHN Q. HAMM  
COMMISSIONER

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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. DISPOSITION**

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. SUPERSEDES**

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

  
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John Q. Hamm  
Commissioner