

**Texas Department of Criminal Justice
Notification of Administrative
Separation Recommendation**

Employee Name

Month/Date of Birth (mm/dd)

Payroll Title

Unit/Dept.

You are being recommended for administrative separation for the following reason: _____ (Reason code from the List of Reasons for Administrative Separation)

Additional Information:

The PERS 443, Recommendation for Administrative Separation, shall be forwarded for review and final approval by executive staff in accordance with PD-24, "Administrative Separation." If the PERS 443 is approved, a copy of the approved PERS 443 shall be mailed to you. In addition, a copy of the electronic payroll transaction shall be mailed to you upon being processed.

Administrative separation is not a disciplinary action, and you may not grieve an administrative separation through TDCJ grievance procedures. If the PERS 443 is approved and you re-apply for a position with the TDCJ, you may be considered for reemployment. To be considered for reemployment, you must be eligible for reemployment and meet the minimum qualifications established for the position for which you apply.

If you have any questions, please contact me or your human resources representative.

Warden/Department Head

Date (mm/dd/yyyy)

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge receipt of this notification. I verify the following is my current address and phone number:

Mailing Address: _____

Phone Number, including area code: _____

Employee Signature: _____

Date: _____
(mm/dd/yyyy)

Note to Employee: With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Tex. Gov't Code §§ 552.021 and 552.023 to receive and review the collected information. Under Tex. Gov't Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, incorrect information the TDCJ has collected about you be corrected.

Distribution:

Original: Employee

Copy: Employee Relations, Human Resources Division

Copy: Unit or Department Human Resources File - Payroll Section