

Texas Department of Criminal Justice
Notification of Administrative Separation Recommendation

Employee Name

Payee ID

Payroll Job Title

Unit or 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 processing.

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 reapply 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 or 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 Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that 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