

Chapter: Suspension and Separation	Effective Date: 1/1/15
Title: Rehire Status	Page: 1 of 2
ACA: N/A	Replaces: PRS.11.31, 12/1/11
Statutes: N/A	

(a) **Policy.**

A Texas Juvenile Justice Department (TJJD) employee is designated as eligible for rehire consideration upon separation from employment unless he/she is automatically designated as ineligible for rehire consideration in accordance with this policy.

A former employee who is eligible for rehire consideration is not guaranteed reemployment. When a former employee designated as eligible for rehire consideration applies and is selected for a position, he/she is subject to the agency's background check process before rehire.

(b) **Definitions.**

For definitions of certain terms used in this policy, see the [PRS Glossary](#).

(c) **Automatic Designation as Ineligible for Rehire Consideration.**

An employee is automatically designated as ineligible for rehire consideration if he/she:

- (1) is separated due to a [disciplinary termination](#) of employment under [PRS.35.01](#); or
- (2) resigns in lieu of disciplinary termination of employment, which means the resignation occurred after:
 - (A) the employee was placed on suspension without pay pending an investigation outcome or termination in accordance with [PRS.11.09](#); or
 - (B) the employee was given:
 - (i) a Disciplinary Process – Notice of Employee Hearing, [HR-200e](#), indicating that disciplinary termination has been approved as an appropriate action; or
 - (ii) other written notice that disciplinary termination of employment is being considered.

(d) **Serious Misconduct Revealed After Employment Separation.**

- (1) A [chief local administrator \(CLA\)](#) or other authority may recommend to Human Resources management that a former employee's status should be changed to "ineligible for rehire consideration."
- (2) This recommendation may be made only when the former employee engaged in serious misconduct during TJJD employment that would have resulted in disciplinary termination if the misconduct had been confirmed before the employee's separation.
- (3) The change will be made only if it is approved by Human Resources management in consultation with the Office of General Counsel.
- (4) When such a change is approved, Human Resources management or the employee relations specialist:
 - (A) emails the CLA and appropriate human resources administrator (HRA) advising of the change;

- (B) completes and mails a copy of the Notice of Change in Eligibility for Rehire Consideration form, [HR-069](#), to the former employee;
 - (C) informs the appropriate human resources specialist to change the rehire status in the human resources information system; and
 - (D) provides the HRA with the original HR-069 form for filing in the employee's personnel file.
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