



Transmittal Memo

TO: TJJJ Staff
FROM: Policy and Standards Section
SUBJECT: PRS Transmittal
DATE: November 6, 2025

Please be advised that changes have been made to the Personnel Policy and Procedure (PRS) Manual. These changes are effective immediately.

SUMMARY OF CHANGES

PRS.35.03 Employee Grievances

- Revised a reference to disciplinary termination of employment to read, “. . . the discharged employee may file a termination grievance under *this policy*” (rather than “. . . under *the provisions of PRS.35.06*”).