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JOHN Q. HAMM
COMMISSIONER

May 4, 2023

TO: WARDENS CHANGE # 2
DIVISION DIRECTORS ADMINISTRATIVE REGULATION # 208

STANDARDS OF CONDUCT AND DISCIPLINE

PURPOSE: To Change the Job Abandonment notification process

CHANGES TO BE MADE:

Reference:

AR 208, *Standards of Conduct and Discipline*, dated October 1, 2009

Action Required:

Section V.R.

Change paragraph to read:

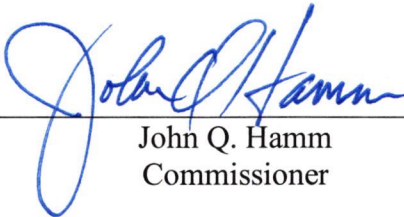
“R. Job Abandonment – Three (3) consecutive days of unexcused absences where the employee fails to call in or report for duty and there is no supervisory contact with the employee.

1. The Warden/Division Director shall notify the ADOC Personnel Division of an employee’s separation (after three (3) consecutive unexcused/unreported absences).
2. The ADOC Personnel Director/Designee, on behalf of the Commissioner, shall compose and send a letter to the employee, formally accepting the employee’s resignation via job abandonment. This letter will also notify the employee that he/she is not recommended for reemployment with the ADOC.
3. The Warden/Division Director/Designee shall contact the separated employee to coordinate the retrieval of any ADOC equipment or credentials that are unaccounted for, in accordance with AR 201, *Issue and Control of Employee Identification Cards*.
4. An employee who abandons his/her job shall not be allowed to return to work.”

Annex G, Sample Job
Abandonment Letter

Delete Annex G, Sample Job Abandonment Letter, in its entirety.

File this numbered change at the back of the regulation after annotating both the index and the regulation to indicate changes have been completed. Advise all personnel in your Division of the change to this regulation.



John Q. Hamm
Commissioner