1.00 PURPOSE

1.01 The purpose of this standard is to establish the criteria for the separation of Texas A&M Public Works Response Team (TX-PWRT) personnel from the TX-PWRT. All TX-PWRT members should fully understand this policy.

2.00 OBJECTIVE

2.01 To ensure that the separation of TX-PWRT members from the TX-PWRT is fair and equitable.

2.02 This policy is designed to assist the Agency, TX-PWRT Director, Operations Chief, Team Leaders, and TX-PWRT Members in understanding the criteria for separation of members from the team.

3.00 DEFINITIONS

3.01 **Agency**: Texas A&M Engineering Extension Service (TEEX)

3.02 **Discharge**: Involuntary termination of members from TX-PWRT and revoking of the members Memorandum of Understanding (MOU) with TEEX and TX-PWRT.

3.03 **Good standing**: Member is fully deployable in their position and has not received a deficient training letter in the last year.

3.04 **Members**: Rostered Team members or applicants of TX-PWRT

3.05 **Resignation**: Voluntary separation of service by the member from the TX-PWRT

4.00 GENERAL GUIDELINES
4.01 Members of TX-PWRT may resign or be discharged from the TX-PWRT for reasons that may or may not be public in nature.

4.02 The separation of members from TX-PWRT will not be posted on the team website nor will it be posted on the Social Media sites of the TX-PWRT without the written consent of the member.

4.03 Resignations by TX-PWRT members shall be in written form (email or letter) and be addressed to the TX-PWRT Director or Operations Chief.

4.04 Discharge of TX-PWRT members shall be for cause. Examples of discharge reasons include but are not limited to the following: poor performance, violation of TEEX, TX-PWRT, TAMU, or TDEM policies, or an infraction of code of conduct.

4.05 The request for discharge of members from the TX-PWRT for violations shall be given to the Operations Chief of the TX-PWRT in written form and shall include any evidence that supports the discharge including the policy or policies violated.

4.06 The members and witnesses may be interviewed by the Operations Chief if necessary and a recommendation of disposition will be given to the TX-PWRT Director.

4.07 Final determination and disposition of discharge will be the responsibility of the TX-PWRT Director.

4.08 Upon final discharge by the TX-PWRT Director or his or her designee, the member is not entitled to further actions or hearings.

4.09 Upon resignation or discharge, the member must return all issued equipment, clothing, badging and identification to the Operations Chief within 30 days of written or verbal notification.

4.010 Members who resign in good standing may be eligible for reinstatement by following the TX-PWRT application process. Members who are discharged will not be eligible for reinstatement to the TX-PWRT.