

# TEXAS A&M PUBLIC WORKS RESPONSE TEAM STANDARD OPERATING GUIDELINES

## TX-PWRT SEPARATION POLICY

### VOLUME 1

### REFERENCE NO. 1-06

#### 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.