



SUBJECT: Addendum to PD-24, "Administrative Separation" (rev. 5)

Effective January 1, 2025, PD-24, "Administrative Separation" (rev. 5) is revised to place all new employees of TDCJ on a six-month probationary period from their date of hire. During this period, if an employee is deemed as failing to meet the standards for their position, they may be separated from the agency through the procedures outlined within this directive.

If an employee voluntarily resigns from the agency, and returns to employment within TDCJ, the six months will start from the returning date of hire.

All equal employment opportunity (EEO) allegations involving new employees shall be reported to Intake and investigated by EEO under PD-21, "Anti-Discrimination in the Workplace". A conduct review is not required.

If you have any questions, please contact the Support Section, Human Resources, at 936-437-4141.

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