



# COMMUNITY RELEASE PROGRAMS

PM-66-05

Section: 66-00, EMPLOYEE STATUS

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## PURPOSE & SCOPE

A regular, full-time City employee who is incarcerated in a correctional institution within the county of Shelby, Tennessee, and who is eligible to enter a Community Release Program, may apply to their Division Director for permission to return to the City position the employee held prior to incarceration.

## POLICY

When such a request is made by an employee, in considering whether to grant the request or not, the employee's Division Director will consider the following factors:

1. The terms and conditions to be imposed upon the employer by the Community Release Program;
2. Whether or not these terms and conditions are compatible with the position the employee held with the City when incarcerated;
3. The period of time elapsed between the employee's last date worked and the time of the employee's request;
4. The employee's entire work record with particular emphasis on any disciplinary action(s) taken against the employee which are concluded to be directly or indirectly related to the offense(s) for which the employee was incarcerated; and
5. The availability of the position held by the employee prior to incarceration.

Permission cannot be granted unless there is concurrence between the employee's Division Director and the Director of Human Resources. If a difference of opinion exists between the employee's Division Director and the Director of Human Resources, the matter will be referred to the Chief Administrative Officer for resolution, and the decision of the Chief Administrative Officer shall be final and binding.

If the employee receives permission to work for the City within the parameters of a Community Release Program, the employee may be returned only to the position the employee held at the time of incarceration. The employee shall



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continue to be subject to the City of Memphis Human Resources Manual and Procedures.

The City holds the right to deny the employee's request after reviewing such request.