



Request for Exception to an Administrative Directive

Connecticut Department of Correction

CN 1302
REV 02/06/15

Administrative Directive Number: **2.7** Title: **Training & Staff Development**

I request approval of the following exception to the above referenced directive (provide detailed explanation):
Sondra Maddox, a highly qualified applicant has been chosen to fill the Barbering position at MacDougall CI. This position was a newly created position which was suggested and approved by OPM during one of their visits to MacDougall. Due to the importance of this position and the uncertainty of an upcoming academy class, I am requesting an exception to the Directive to hire this instructor prior to starting the academy.

Her Recruitment Profile states that she is "currently self employed as a Stylist at TZers Salon. She is responsible for marketing, scheduling, record keeping, accounting, inventory and customer service related duties. She has also worked as a Cosmetology Instructor at the Marinello School of Beauty where she educated students in theory consisting of anatomy, physiology, diseases and disorder of the hair, skin and nails. She also educated the students in practical skills by demonstrating and supervising cosmetology services." Ms. Maddox is a highly qualified candidate.

During the time prior to her attendance at the academy, this instructor will complete USD #1 training, set-up her classroom, work with other York and district teachers and develop her curriculum. Additionally, this instructor will be provided a thorough facility orientation and close mentoring by seasoned educators and the school administrator. The instructor will be assigned to the next scheduled academy class.

Due to the very specialized licensing and certification required for this position, the possibility of losing this position to budget cuts or the instructor's decision to take other employment would be detrimental to the educational programming offerings at MacDougall CI. Therefore, I am requesting an exception to A.D. 2.7, paragraph 6 (Pre-Service Training Program) with the understanding that this instructor will complete that requirement at the earliest possible opportunity.

See attached documents

ORIGINATOR

Name: [REDACTED]	Title: [REDACTED]	Date: 7/16/15
Signature: [REDACTED]	Facility/Unit: [REDACTED]	

UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved	Denied	Signature	Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature: [Signature]	Date: 7/20/15
<input type="checkbox"/>	<input type="checkbox"/>	District Administrator's signature: (only needed if originating from a facility)	Date:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Division Administrator's signature: [Signature]	Date: 7/22/15

COMMISSIONER'S DECISION

This request is: **APPROVED** **DENIED** Effective date of request: As Practicable

This exception is valid through: 11/1/16, by which the exception must be re-requested.

This exception is valid until such time as the Administrative Directive is updated.

This exception shall be added immediately to the Administrative Directive.

Commissioner's signature: [Signature]	Date: 7/28/15
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