

Texas Department of Criminal Justice
NOTIFICATION OF EEO INVESTIGATION AND INTERIM REMEDIAL ACTIONS

TO: _____ MONTH/DAY OF BIRTH: _____
Print Name: Last First MI MM/DD

PAYROLL JOB TITLE: _____ UNIT or DEPT: _____

A complaint has been filed with the TDCJ's Employee Relations Intake relating to (check one):

- Sexual harassment or discourteous conduct of a sexual nature.
- Slurs and hostile epithets.
- Discrimination based on race, sex, color, national origin, religion, age, disability, or genetic information.
- Failure to report: (1) an alleged act of discrimination or harassment; (2) discourteous conduct of a sexual nature; or (3) retaliation.
- Retaliation for filing a charge of, participating in a proceeding regarding, or otherwise opposing what would constitute, an EEO rule violation, or for associating with an individual who does so.
- Other; for example, tampering with a witness. _____

This complaint identifies you as the (check one):

- Complainant
- Respondent (Complainant's Name: _____)

An investigation regarding the complaint will be conducted by the EEO investigators. In order to protect the integrity of the investigation, you are hereby ordered not to discuss any aspect of the allegations with any employee except representatives from Employee Relations conducting the investigation until the fact-finding inquiry is complete. The interim remedial actions indicated below are being implemented. These interim remedial actions do not in any way suggest that the respondent is guilty of the allegation(s). Interim remedial actions are designed to protect both the complainant and the respondent during the investigation.

1. TDCJ officials, in consultation with Employee Relations, have determined it is in the best interest of the TDCJ and all parties (check one):

- To separate the complainant and the respondent within their work location.
If the separation includes a change to the complainant's shift, work assignment, or location, provide justification specifying extraordinary reasons for such action. The change and justification are to be approved by the manager of Employee Relations prior to providing this form to the complainant or respondent.
- Not** to separate the complainant and the respondent within their work location; line of supervision **will be** changed.
- Not** to separate the complainant and the respondent within their work location, line of supervision **will not** be changed. Reason for not separating the parties or changing line of supervision: _____
- To take the following interim remedial action: _____

2. You are hereby ordered to limit communications with the other party (complainant or respondent) to necessary job-related communications until the fact-finding inquiry is complete.

You (complainant or respondent) are advised that retaliation, intimidation, or tampering with a witness is prohibited by TDCJ policy, will not be tolerated, and may result in disciplinary action up to and including dismissal in accordance with PD-22, "General Rules of Conduct and Disciplinary Action Guidelines for Employees." Complainants and respondents are advised that failure to comply with the interim remedial actions will be considered a violation of Rule Number 13, Failure to Obey a Proper Order from an Authority.

EMPLOYEE SIGNATURE _____ Date _____ WARDEN or DEPT HEAD SIGNATURE _____ Date _____

Note to Employee: With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

Distribution:
Mail original to Employee Relations, HR Division
Copy - Employee - The complainant may not receive a copy of the respondent's notification or vice versa.
Copy - Employee's Unit or Department Human Resources EEO File