

**JANUARY 2017 PERSONNEL MANUAL UPDATE
SUMMARY OF REVISIONS**

EXECUTIVE DIRECTIVE:

PD-22, “General Rules of Conduct and Disciplinary Action Guidelines for Employees” (rev. 14)

1. Revised Policy statement.
2. Added definitions for Conspiring, Illicit Drug, and Intern; revised definitions of Administrative Supervision, Risk Management Review Board, Technical Supervision, and Violation.
3. Procedures, Section I: Removed reference of the mainframe reporting system known as INFOPAC and added the TDCJ intranet. Included the TDCJ website address.
4. Section II: Retitled the section as “Designation of Reprimanding Authority” and reorganized to outline the designation for EEO rule violations and non-EEO rule violations.
5. Section III: Reorganized entire section for clarity.
6. Section IV: Added a new section titled, “Charging Official Responsibilities.” Information regarding “Identifying Alleged Rule Violations,” previously located under “Notification of Employee Hearing,” was moved to this section, since the identification of alleged rule violations is the responsibility of the charging official. As a result of Internal Audit #1209, examples used for identifying and charging alleged rule violations were revised for clarity.
7. Section V: Added separate instructions for EEO Prehearing Investigations and Non-EEO Prehearing Investigations.
8. Section VI: Added a new section titled, “Reprimanding Authority Determination,” specifying the reprimanding authority’s discretion in determining whether or not an employee hearing is warranted.
9. Section VII: Retitled the section as “Employee Hearing Provisions.”
10. Section VIII.B: Clarified instructions regarding rescheduling employee hearings.
11. Section IX: Rearranged the order of the factors affecting disciplinary action.
12. Section IX.G: Revised the chart to clarify that a previous violation of tardiness with a guilty finding but no discipline imposed does not enhance a subsequent violation of tardiness or unexcused absenteeism.
13. Section X.C.2.a(2): Revised the example to include that it would disrupt payroll processes if suspension without pay were imposed at the end of a work cycle or at the end of a calendar month.
14. Section X.C.4.a(2)(c): Replaced “concur with the demotion” with “concur with placement into the position.”

15. Section XVI.B: Revised entire section to provide clarification regarding the requirement of a PERS 327, Rehire Review Required, with each corresponding separation code.
16. Attachment A, Listing of Employee General Rules of Conduct and Disciplinary Violations: Revised definitions of Conviction, Discrimination, Marriage, Other Individual, Retaliation, and Spouse.
17. Attachment G, PERS 325-EEO, EEO Prehearing Investigation Report: Removed social security number.
18. Attachment H, PERS 184, Notification of Employee Hearing: Included additional lines for documenting the location, time, and date for a rescheduled hearing.
19. Attachment L, PERS 327, Rehire Review Required: Included the unit or department code; separation codes to assist with identifying the correct separation reason; and the separation reason and code for RS57C. Added instruction next to RS57C advising that the PERS 327 is required ONLY if additional investigations or disciplines are pending.
20. Grammatical and formatting updates were made.

PD-25, “Reduction-in-Force Procedures” (rev. 6)

1. Policy statement: Added “sex” to define “(gender)” for protected classes to maintain consistency.
2. Revised definitions of Foster Child Employment Preference and Veteran’s Employment Preference.
3. Section II.A: Removed division directors from list of those with the authority to determine when a RIF becomes necessary.
4. Section IV.B.2.b: Added language clarifying the order of priority listing if all factors taken into consideration are equal, and more than one employee is eligible for the veteran’s employment preference.
5. Section V.A.2: Removed language referencing unit pay differential.
6. Section VI: Reference to veteran’s employment preference was removed.
7. Section VII: Pursuant to changes resulting from SB 805, 84th Legislative Session, written complaints from employees entitled to veteran’s employment preference will now be filed with the executive director.
8. Grammatical and formatting updates were made.

PD-33, “Trainee Management” (rev. 4)

1. Revised definitions of Trainee and Training Director; deleted definitions of Disciplinary Specialist and Responding Authority.

2. Section II.A: Added procedures for trainees who refuse to sign the PERS 484, Academy Demerit Assessment Notification.
3. Section III: Added instructions for responding to Equal Employment Opportunity (EEO) allegations within the academy setting.
4. Section V: Revised to clarify grievable and non-grievable issues for trainees.
5. Attachment A: Revised rules for consistency with current practices; added rules 32, EEO violation; 33, Failure to maintain possession of state issued property; 34, Failure to obey a proper order from an authority, including written academy rules; and 35, Incidental introduction of contraband into a correctional facility.
6. Attachment B: Removed reference to the Employee Assistance Program.
7. Grammatical and formatting updates were made.

PD-90, “Merit Salary Increases” (rev. 4)

1. Policy Statement: Revised to be consistent with language used in recent policy revisions.
2. Added definitions for Career Ladder, Career Ladder Position, Exempt Position, and Reclassification; revised definitions of Classified Position and Promotion.
3. Discussion: Included a reference to PD-53, “Employee Awards and Recognition,” for clarity of additional methods of recognizing exceptional overall job performance.
4. Section V: Revised the instructions for the human resources representative entry of the Payroll Status Change consistent with language within PD-72, “Employee Salary Administration.”
5. Grammatical and formatting updates were made.