

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

INTER-OFFICE COMMUNICATIONS

TO	<u>Personnel Policy Manual Holders</u>	DATE	<u>April 3, 2017</u>
FROM	<u>Patty Garcia</u> Director, Human Resources Division	SUBJECT	<u>April 2017</u> Personnel Manual Update

Please update your Personnel Manual as follows effective April 1, 2017.

NUMERICAL INDEX:

Remove the existing Numerical Index dated March 1, 2017.

Insert the revised [Numerical Index](#) dated April 1, 2017.

EXECUTIVE DIRECTIVE:

PD-50, “Sick Leave Pool” (rev. 9)

- References to “Employee Services Section – Leaves” were changed to “Leaves Program Area, Employee Services Section.”
- Revised definition of Licensed Practitioner’s Statement, Pool Leave, Sick Leave, and Workday.
- All references to “state service” were revised to “TDCJ service” so definition of State Service was deleted.
- Section I.B.2: Added language that a retiring employee may donate any excess number of accrued sick leave hours to the sick leave pool, in any increment, and with no minimum contribution requirement.
- Section II.B.1.e: Included the exhaustion of all applicable administrative leave and any donated sick leave received before sick leave pool approval as additional eligibility criteria for sick leave pool.
- Section II.C.2: Changed reference from “months of state service” in the Computation of Maximum Allowable Hours chart to “months of TDCJ service since most recent hire date” for clarification.
- Section II.D.1: The guidelines for submitting the PERS 206, Sick Leave Pool Application for Withdrawal and the subsequent consequences were revised by clarifying the procedures in an effort to avoid any disruption in an employee’s pay.
- Section II.D.2: Clarified PERS 206 submission guidelines.
- Section III: Added new section “Use of Pool Hours” that establishes operational procedures prior to an employee receiving approval to use any pool hours. Additionally, Sections II.G, II.H, II.I, and II.J were placed in Section III and renumbered III.A, III.B, III.C, and III.D, respectively.
- Attachments A and B: Updated language for consistency with directive.
- Grammatical and formatting updates were made.

Remove the existing PD-50.

Insert the revised [PD-50](#).

PD-61, “Household Goods Move” (rev. 8)

- Revised Policy statement.
- Section I.C: Revised language from “the subsidy of an employee’s household goods move is not authorized” to “employee’s request for a household goods move is not approved.”
- Section I.F: Added cell phones, tobacco products, money, and prescription medication to the list of items that may not be loaded onto TDCJ equipment, vehicles, or trailers during a household goods move; these items shall be moved by the employee at the employee’s expense.
- Revised language throughout to correctly reference the Manufacturing, Agribusiness and Logistics Division.
- Grammatical and formatting updates were made.

Remove the existing PD-61.

Insert the revised [PD-61](#).

PD-75, “Applicants with Pending Criminal Charges or Prior Criminal Convictions” (rev. 8)

- Revised Policy statement.
- Changed the rule for felony convictions from 15 to 10 years throughout the directive.
- Revised language from “correctional series position” to “correctional career position” throughout the directive.
- Added definitions for Administrative Supervision, Correctional Career Position, Deferred Adjudication, Intern, and Pretrial Diversion; revised definitions of Applicant with a Prior Conviction, Contract Employee, Conviction, Dual Supervised Position, Employee, InnerChange Freedom Initiative Program, Inside Applicant, Offenders, Outside Applicant, Substance Abuse Treatment Staff, and Technical Supervision; deleted definitions of Correctional Series Position and Supervisor of Correctional Officers.
- Section I.A, IV, and V: Revised to remove “incarceration.”
- Section I: Updated language to match current TDCJ practice by requiring volunteers with prior convictions to meet the criminal history eligibility criteria before performing services for the TDCJ. Revised to include requirements of the *Prison Rape Elimination Act* (PREA) in regard to hiring individuals who may have contact with offenders.
- Section II: Included Privately Operated Facility positions and reference to the basic eligibility criteria listed under “Additional Minimum Standards for Correctional Officer and Security Applicants” on the TDCJ Employment Application Supplement.
- Section III: Included Privately Operated Facility positions and added restrictions related to the PREA requirements listed in Section I.C for non-correctional positions hiring with misdemeanor and felony convictions.
- Section IV.B.2: Added clarifying language that the applicant shall agree not to apply for any other TDCJ positions for which the applicant does not meet “criminal history” eligibility.
- Section IV.C: Revised to require subsequent reviews on a semiannual basis of an entry-level substance abuse counselor with a prior felony conviction hired by a program-specific vendor.
- Section V: Revised to include contract applicants.
- Attachments A and B: Replaced “contract vendor” with “program-specific vendor.”

- Grammatical and formatting updates were made.

Remove the existing PD-75.

Insert the revised [PD-75](#).

PD-76, “Employment and Reemployment of Members of the Uniformed Services” (rev. 5)

- Revised Policy statement to include language that no employee will be subjected to harassment or retaliation for associating with a person who opposed or reported an alleged violation of a federal or state law related to employment and reemployment entitlements for prospective, current, and former member of the uniformed services.
- Added definitions for Job Posting, Military Occupational Specialty Code, and Veteran’s Liaison; revised definitions of Veteran’s Employment Preference and Workday.
- Moved Procedures, Sections I.A and B under the Discussion section.
- Section I has been retitled “Employment” and provides instructions regarding the application process for veteran applicants. The section also explains the correctional officer accelerated career ladder and higher starting salary for veterans hired with at least two years of active military service who were discharged under honorable conditions and no longer on active military duty, unless on terminal leave.
- Section II.A.1(d): Added the option for an employee to use accruals in whole or part to maintain benefits for the employee or their dependents while on military leave.
- Section II.A.5: Added statement about providing written notice of available military administrative leave to employees annually as a result of HB 445, 84th Legislative Session. The section has been revised to clarify that an employee may elect when to use the available administrative leave; or may elect to continue using their available accrued leave or remain in an LWOP-Military status.
- Section II.C.2: Removed language referencing unit pay differential.
- Section II.D.2: Revised the leave request procedures, in the event of an emergency call to duty or if an employee who is engaging in military training and the training or call to duty is extended, to include the employee providing verbal notice to their warden or department head or highest ranking supervisor on duty; and submitting a PERS 24 and the employee’s military orders no later than the date the employee returns to work.
- Sections II.F.3.a and IV.D.3.b: Included reference to PD-71, “Selection System Procedures” when considering job-related experience for the purpose of conducting minimum qualifications screening, document screening and selecting a final applicant.
- Section III: Title changed to “Separation from Employment Due to Service.”
- Section IV.B.3: Title changed to “Maximum Separation Period.”
- Section IV.C.2: Title changed to “Notification of Entitlement to USERRA Protection.”
- Section IV.D.2: Title changed to “Returning to Pre-Service Position”; and changed the word “escalator” to “escalated,” to describe an “increased” position rather than a “stairway” position.
- Section IV.D.2.a: To be consistent with the wording of USERRA, clarified that reasonable efforts to help former employees become qualified will be made through training or retraining.
- Section IV.D.3: Added factors for consideration when selecting a final applicant, when more than one applicant is eligible for veteran’s employment preference, pursuant to changes resulting from SB 805, 84th Legislative Session.

- Attachment A, Expiration of Leave without Pay Notification: Revised language form “return to active duty” to “return to TDCJ employment” for clarity.
- Grammatical and formatting updates were made.

Remove the existing PD-76.

Insert the revised [PD-76](#).

If you have any questions regarding this update or need assistance concerning your Personnel Manual, please contact Kristy Jeter at (936) 437-4049 (Email User ID KJE3473).

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Attachments