

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
INTER-OFFICE COMMUNICATIONS

TO	<u>Personnel Policy Manual Holders</u>	DATE	<u>May 1, 2017</u>
FROM	<u>Patty Garcia</u> Director, Human Resources Division	SUBJECT	<u>May 2017</u> Personnel Manual Update

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

NUMERICAL INDEX:

Remove the existing Numerical Index dated April 1, 2017.

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

EXECUTIVE DIRECTIVES:

PD-12, “Equal Employment Opportunity” (rev. 10)

- Revised Policy statement to coincide with the requirement of Texas Government Code § 493.007(c).
- Added definition for Protected Class; revised definitions of Applicant, Artificial Barriers, Discrimination, Equal Employment Opportunity Commission (EEOC), Retaliation, and Texas Workforce Commission.
- Discussion: Revised to include evaluations as an employment-related process and TDCJ practice. Replaced “race, color, religion, sex (gender), national origin, age, disability, or genetic information” with “protected class.”
- Procedures, Section I: Revised section heading to “Commitment of TDCJ Management and Supervisors.”
- Section II: Added new section titled “Policy Review by Texas Workforce Commission Civil Rights Division,” to show policy compliance with and accountability for Texas Labor Code §§ 21.452–.456.
- Section III: Added information regarding the required Annual Report and renamed the section “Workforce Analysis, Recruitment Plan, and Annual Report” to show policy compliance with and accountability for Texas Labor Code §§ 21.501, .502, and .504.
- Section IV: Added new section titled “Equal Employment Opportunity Report” to show policy compliance with and accountability for Texas Labor Code §§ 21.552 and .553.
- Grammatical and formatting updates were made.

Remove the existing PD-12.

Insert the revised [PD-12](#).

PD-13, “Sexual Harassment and Discourteous Conduct of a Sexual Nature” (rev. 7)

- Revised Policy statement.
- The collective term “protected class” has been incorporated when referring to areas of potential discrimination; language throughout the directive has been revised accordingly.

- Added definition for Intern; revised definitions of Discrimination, Equal Employment Opportunity Designated Agency Official, Hostile Work Environment, Other Individual, and Retaliation.
- Removed all references to INFOPAC, as the personnel manual is no longer stored on mainframe INFOPAC system.
- Procedures, Section I: Revised to state the TDCJ protects the confidentiality of the parties involved to the extent allowed by law.
- Section II.C.1: Reorganized for clarity.
- Section II.C.2.c(3): Replaced “action” with “recommended action.”
- Section II.E: Deleted examples of possible outcomes of an alleged EEO rule violation.
- Section III: Removed language referring to “court action.”
- Section III.D: Removed reference to an EEOC or TWC-CRD complaint resulting in a mediated settlement agreement or other conclusion.
- Attachment A: Replaced “sex” with “gender” and deleted the check boxes next to “Discourteous Conduct of a Sexual Nature” and “Sexual Harassment” where the complainant identifies their sex as Male or Female.
- Attachment C, PERS 325-EEO, EEO Prehearing Investigation Report: Removed requirement for month/day of birth.
- Grammatical and formatting updates were made.

Remove the existing PD-13.

Insert the revised [PD-13](#).

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).

PG: kj
Attachments