

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
INTER-OFFICE COMMUNICATIONS

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

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

NUMERICAL INDEX:

Remove the existing Numerical Index dated May 1, 2017.

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

EXECUTIVE DIRECTIVES:

PD-10, “Workforce Diversity” (rev. 4)

- Revised Policy statement.
- Revised definition of Diversity.
- Section I.B: Removed from directive; this information is redundant.
- Grammatical and formatting updates were made.

Remove the existing PD-10.

Insert the revised [PD-10](#).

PD-56, “Request for and Release of Employment Information and Documents” (rev. 7)

- Revised language throughout the directive from “Employee Services Section” to “Employee Services.”
- Added definitions for Discovery, Institutional, and Subpoena duces tecum; revised definitions of Offender and Public Information.
- Discussion: Updated reference to the location for the TDCJ *Public Information Act Manual*.
- Section I.B: Incorporated information related to location and access to information allowed for disclosure.
- Section I.B.6: Expanded disclosable information to include hire date, original and most recent, and separation date, if applicable.
- Section I.B.7: Removed language referencing unit differential pay.
- Section I.B.8: Revised to refer to TDCJ service instead of state service.
- Section I.B.9: Added employment status.
- Section I.B.10: Added employment type, such as full- or part-time.
- Section II.A: Revised to state that the access to courts supervisor maintains a list, printed monthly, of the names and titles of all active employees at a particular unit and will permit an incarcerated offender access to that list upon request.
- Section II.B: Added verification procedures to the ways in which Employee Services, Records, Human Resources Division, could respond to records requests.
- Section II.C: Added language stating that, unless prohibited by law, the TDCJ shall provide

information on substantiated allegations of sexual abuse or sexual harassment involving a former employee after receiving a request from an institutional employer for whom such employee has applied to work.

- Sections III.A.1.b and III.A.2: Added Executive Services to locations a former employee may make request for file documents.
- Section III.C.1: Revised period of calendar days from 60 to 180 calendar days prior for a request someone other than the former employee must have release authorization dated; added a notation that if the release authorization is not provided, the request will be handled as a public information request under the *Public Information Act* and processed in accordance with the *TDCJ Public Information Act Manual*.
- Section III.C.3: Revised to allow for provision of redacted records in accordance with the *TDCJ Public Information Act Manual*, if no release authorization is provided.
- Section III.D: Revised to state that subpoena duces tecum and requests for discovery are not covered by the *Public Information Act*.
- Section III.D.2: Replaced “OGC litigation director” with “OGC director of litigation support.”
- Section III.E: Revised language regarding payment for copies to conform to the *TDCJ Public Information Act Manual*.
- Attachment A:
 - Added qualification to be considered a victim of crime.
 - Changed “home” telephone number to “personal” telephone number.
 - Revised information related to answering “no” to question number 1.
 - Revised the mailing address for Employee Services, Records, Human Resources Division.
- Grammatical and formatting updates were made.

Remove the existing PD-56.

Insert the revised [PD-56](#).

PD-93, “Employee Classification” (rev. 9)

- All references to “position description” were changed to “job description” and the “Position Description Request form” was changed to “Job Description Request form” throughout the directive.
- Revised the name of the Form 14.08 from “Request to Modify Position” to “Position Modification Request.”
- Revised the Policy statement.
- Revised the definitions of Classified Position, Job Description, Position Classification, and Supervisor.
- Section I: Added a new section to reflect the procedures for new position requests.
- Section II.A.1: Revised to ensure that departments have reviewed job descriptions and submitted updates to Employee Classification at least once every five years.
- Section II.A.2: Revised to state that a human resources representatives shall electronically transmit a Job Description Request form to Employee Classification upon determination by departmental management that a job description should be developed or revised.
- Section II.A.2.b: Revised to state that when requesting a job description for a new position, the department will include on the Job Description Request form the position number(s) assigned by payroll and approved by management through the decision memorandum (DM) and Form 14.08, Position Modification Request.
- Section II.A.3.b: Deleted section b, as language for new position requests is now located in Section I.

- Section II.B.1.b: Revised to state that the department human resources representatives shall ensure the department has reviewed the job description and submitted updates to Employee Classification at least once every five years.
- Section II.B.1.c: Added language regarding the department human resources representative reviewing job descriptions through the annual evaluation process, in accordance with PD-52, “Performance Evaluations.”
- Section II.C.1: Revised to indicate that reimbursement for professional license or certification renewal is for full-time employees.
- Section III: Included reference to PD-79, “Employee Transfers and Reassignments,” in regard to temporary assignments.
- Section III: Deleted instructions regarding temporary assignments and moved the language to PD-79.
- Section IV.A.1: Revised to include that Employee Classification does not make classification recommendations for wardens, laundry and food service managers, correctional officers, manager or director positions in Salary Group B22 or above, or for Salary Schedule C positions.
- Section IV.A.2: Revised by stating that position classification reviews do not include evaluating the volume of work performed by the employee.
- Section IV.C.3: Revised to include that submission of the DM from the appropriate division director shall go through the human resources director, the chief financial officer (CFO), deputy executive director, to the executive director.
- Section IV.C.3.f: Revised to state that the DM for a supervisor-requested position classification review shall include a list accurately reflecting the specific duties and responsibilities (not job description language) currently assigned to the position.
- Section IV.D.1: Added clarification that Employee Classification processes DMs requesting classification reviews in the order received.
- Section IV.D.2: To comply with Internal Audit 1418, clarified that Employee Classification shall conduct position classification reviews no later than 180 calendar days after receipt of the approved DM.
- Section IV.D.3: Revised to include that Employee Classification shall also forward recommendations for “non-concurrence” through the deputy executive director, the appropriate division director of the affected position(s), the human resources director, the budget director, the deputy CFO, and the CFO, to the executive director for a final determination.
- Section IV.E: Added a new section regarding canceling a classification review.
- Section V.B.1: Revised to include that the criteria shall be reviewed and approved by Employee Classification and the division director prior to implementation of a career ladder.
- Section V.B.3: Added clarification that the human resources representative will notify that an employee in a career ladder position is eligible for progression to the higher level position classification and that the supervisor shall ensure the employee meets all the established criteria. Also included instruction that the human resources representative will submit a completed Form 14.08 in accordance with AD-14.08, “Procedures for Requesting Position Changes.”
- Grammatical and formatting updates were made.

Remove the existing PD-93.

Insert the revised [PD-93](#).

PD-97, “Training and Staff Development” (rev. 7)

- Revised Policy statement.
- Added definitions for Correctional Training and Staff Development (CTSD), Governor’s Center for Management Development (GCMD), Intern, and National Institute of Corrections (NIC); revised definitions of Contract Employee, Curriculum, Employee, Equal Employment Opportunity (EEO) Rule Violation, External Training, Human Resources Staff Development (HRSD), Instructor, Internal Training, Lesson Plan, Prospective Duties, Staff Development or Staff Development Programs, Supervisor, and Training.
- Section I: Reorganized entirely to include a separate section for “Internal Training, Staff Development, or Educational Programs” and “External Training, Staff Development, or Educational Programs.”
- Section I.B: Deleted reference to the executive director to maintain consistency with the TDCJ *Travel Guide*, which gives the CFO final authority on all out-of-state travel; updated similar language as appropriate and added deputy chief financial officer to applicable sections.
- Section III: Reorganized for clarity and elimination of redundancy.
- Section VI.A: Added clarification regarding the Direct Hire Session.
- Section VI.A.1.b: Added clarification that interns do not attend the Direct Hire Session.
- Section VI.A.3.b: Added ED-02.02, “Fraud Prevention, Detection, and Reporting,” to documents received during the Direct Hire Session.
- Section VI.A.3.d: Added Sensitive Personal Information training to the Direct Hire Session.
- Section VI.A.3.e: Added Wage and Hour Training to the Direct Hire Session.
- Section VI.A.3.f: Added Cybersecurity Awareness Training to the Direct Hire Session.
- Section VI.A.3.g(2): Updated the name of the Executive Director’s training video as “*Executive Director’s Statement on Illegal Discrimination, Equal Employment Opportunity Training and Advisory Council on Ethics*” and revised throughout the directive.
- Section VI.B.1.a: Revised to clarify participation requirements.
- Section VI.B.1.c: Added language that an intern may attend an Orientation Session.
- Section VI.B.1.d: Added language that in-service attendance for direct hired correctional staff takes priority over the Orientation Session.
- Section VI.B.4.a: Revised for clarification; added that clerical or other support staff assigned to a unit shall attend an eight hour Direct Hire Session and complete a 32 hour Correctional Awareness class no later than 30 calendar days after most recent hire date in order to accomplish the requirement for 40 hours of orientation training.
- Section VI.C: Section was extensively reorganized to clarify the additional standard training requirements to include Employment Discrimination Training and Cybersecurity Awareness Training for all TDCJ employees, contract employees, and interns. Pursuant to changes resulting from HB 1151 of the 84th Legislative Session, Employment Discrimination Training is now required for all TDCJ interns. Also added the standard training requirement of Safe Prisons/PREA Training for all unit assigned employees, contract employees and interns. Included instructions for the human resources representative regarding training form distribution and maintenance.
- Section VI.D: Section was extensively reorganized to clarify the two year requirement for supplemental training to include Employment Discrimination Training, Cybersecurity Awareness Training, and Safe Prisons/PREA Training. Included instructions for the human resources representative regarding training form distribution and maintenance.
- Section VI.E: Added language that if the TDCJ provides compliance training using a person or state agency not included on the TWC-CRD’s list of pre-approved training programs, the training provider

and the training program to be used must be reviewed and approved for compliance in accordance with the TWC-CRD standards.

- Section VI.E.1: Added language requiring employees named in a sustained external EEOC or TWC-CRD complaint to attend Compliance Employment Discrimination Training.
- Section VI.E.2: Replaced “director of Employee Relations” with “manager of Employee Relations.”
- Section VI.F: Added a new section regarding the additional 16 hours of required training for employees who have minimal contact with offenders, as determined by each division director or designee.
- Section VI.G: Revised title by replacing “Phase I Supervisory Training” with “Supervisory Training.”
- Section VI.G.1: Added Wage and Hour Training to the list of required supervisory training.
- Section VI.G.2: Revised all references to the “Sergeants Training Academy” with “Sergeant, Food Service, and Laundry Manager Academy,” which now requires attendance of a newly selected food service manager II (FSM) or laundry manager II (LM). References updated throughout directive.
- Section VI.G.3: Revised to include that a newly selected FSM II or LM II must receive Human Resources Topics for Supervisor (HRTS) Training through the Sergeant, Food Service, and Laundry Manager Academy. Human resources representatives are now required to provide the PAYTRN18 report to the parole regional director.
- Section VI.G.4: Principles of Supervision Training is now required for all newly selected supervisors; human resources representatives are now required to provide the PAYTRN18 report to the parole regional director.
- Section VI.G.5: New section added relating to PD-71 Manager’s Training.
- Section VI.H: Revised title by replacing “Phase II Supervisory Training” with “Management and Leadership Training.” Condensed entire section by removing reference to specific courses; list of available training courses may be obtained from the Human Resources Staff Development (HRSD) program area.
- Section VI.I: Revised to clarify that the executive director or public information officer shall provide a certificate of course completion for public information training to the human resources director, who must then forward the certificate to the HRSD program area to be recorded in the training database.
- Section VII: New section added for designating trainers within each division for HRTS and POS training.
- Attachment A, PERS 191: Updated to reflect an accurate list of documents included in the direct hire packet.
- Attachment B, PERS 508: Revised title of form to include interns. Replaced social security number with month/day of birth.
- Attachment C, PERS 570: Revised title of form and replaced social security number with month/day of birth.
- New attachments:
 - Attachment D, EMPL3, Data Use and Non-Disclosure Agreement
 - Attachment E, PERS 632, Standard or Supplemental Safe Prisons/PREA Training Employee Acknowledgment Form
 - Attachment F, PERS 631, Standard or Supplemental Safe Prisons/PREA Training Contract Employee or Intern Acknowledgment Form
 - Attachment G, PERS 635, Wage and Hour Training for Supervisors
- Attachment H, PERS 483, Shift Assignment Form: No longer requires a copy of the selection notice, because verification can be made using the TDCJ Payroll/Personnel System; updated reference to the Sergeant, Food Service, and Laundry Manager Academy.

- Grammatical and formatting updates made.

Remove the existing PD-97.

Insert the revised [PD-97](#).

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