

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

INTER-OFFICE COMMUNICATIONS

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

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

NUMERICAL INDEX:

Remove the existing Numerical Index dated June 1, 2017.

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

EXECUTIVE DIRECTIVE:

PD-31, “Discrimination in the Workplace” (rev. 8)

- 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, Harassment, Hostile Work Environment, Other Individual, and Retaliation.
- Removed all references to INFOPAC, as the personnel manual is no longer stored on the mainframe INFOPAC system.
- Discussion, Section I: Revised section title to “Complaint Processes.”
- Procedures, Section I: Revised to include language that the TDCJ strives to maintain a work environment free of discrimination.
- Section II.C.1: Reorganized for clarity.
- Section II.C.2c(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-31.

Insert the revised [PD-31](#).

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: clh

Attachments