

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PERSONNEL MANUAL NUMERICAL INDEX – JUNE 1, 2017**

EXECUTIVE DIRECTIVES

<u>Policy Number</u>	<u>Title</u>	<u>Effective or Revision Date</u>	<u>Program Area Phone Number</u>
PD-01	Human Resources Policies and Procedures	08-01-15	936-437-3175
PD-03	Employee ID Cards	11-01-09	936-437-4058
PD-04	Consultant and Contract Employee Information Confidentiality	10-01-14	936-437-3175
PD-07	Employee Exit Interviews	11-01-14	936-437-3175
PD-10	Workforce Diversity	06-01-17	936-437-4088
PD-12	Equal Employment Opportunity	05-01-17	936-437-4240
PD-13	Sexual Harassment and Discourteous Conduct of a Sexual Nature	05-01-17	936-437-4240
PD-14	Americans with Disabilities Act and Employment of Persons with a Permanent or Long-Term Medical Condition	06-01-15	936-437-3103
PD-15	Religious Accommodation in the Workplace	08-01-15	936-437-3103
PD-17	Drug Free Workplace	06-01-11	936-437-3171
PD-20	Employee Assistance Program	11-01-15	936-437-3171
PD-22	General Rules of Conduct and Disciplinary Action Guidelines for Employees	01-01-17	936-437-3151
PD-23	Employee Political Activity and Participation in Employee Organizations	02-01-17	936-437-3151
PD-24	Administrative Separation	02-01-14	936-437-3151
PD-25	Reduction-in-Force Procedures	01-01-17	936-437-4058
PD-26	Nepotism	06-01-16	936-437-4058
PD-27	Employment Status Pending Resolution of Criminal Charges or Protective Orders	08-01-15	936-437-3151
PD-28	Dress and Grooming Standards	07-01-10	936-437-3151
PD-29	Sexual Misconduct with Offenders	03-01-17	936-437-3151
PD-30	Employee Grievance Procedures	11-01-09	936-437-4240
PD-31	Discrimination in the Workplace	11-01-14	936-437-4240
PD-32	Whistleblower Act	05-01-15	936-437-3123
PD-33	Trainee Management	01-01-17	936-437-3123
PD-35	Independent Dismissal Mediation and Dispute Resolution	08-01-12	936-437-3139
PD-37	Employee Commercial Drivers' Physical Examination and Alcohol/Drug Testing Programs	11-01-10	936-437-3171
PD-44	Retirement Benefits	04-01-16	936-437-4160
PD-45	Workers' Compensation and Return to Work Program	09-01-15	936-437-4186
PD-46	Medical and Parental Leave	09-01-15	936-437-4186
PD-47	Benefit Replacement Pay	05-01-15	936-437-6258
PD-48	Unemployment Compensation	09-01-15	936-437-3103
PD-49	Leaves Other than Medical and Parental	09-01-15	936-437-4186
PD-50	Sick Leave Pool	04-01-17	936-437-4186
PD-52	Performance Evaluations	08-01-13	936-437-4065

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PERSONNEL MANUAL NUMERICAL INDEX – JUNE 1, 2017**

EXECUTIVE DIRECTIVES (Continued)

<u>Policy Number</u>	<u>Title</u>	<u>Effective or Revision Date</u>	<u>Program Area Phone Number</u>
<u>PD-53</u>	Employee Awards and Recognition	08-01-15	936-437-4125
<u>PD-54</u>	Recruitment Bonus Program	04-01-15	936-437-4058
<u>PD-55</u>	Human Resources Records and Files	02-01-11	936-437-4075
<u>PD-56</u>	Request for and Release of Employment Information or Documents	06-01-17	936-437-4075
<u>PD-57</u>	Employee Appearances in Judicial or Legislative Proceedings or for Jury Service	04-01-15	936-437-3151
<u>PD-61</u>	Household Goods Move	04-01-17	936-437-6415
<u>PD-71</u>	Selection System Procedures	09-01-15	936-437-3119
<u>PD-72</u>	Employee Salary Administration	11-01-09	936-437-4058
<u>PD-73</u>	Selection Criteria for Correctional Officer Applicants	09-01-15	936-437-4025
<u>PD-75</u>	Applicants with Pending Criminal Charges or Prior Criminal Convictions	04-01-17	936-437-4058
<u>PD-76</u>	Employment and Reemployment of Members of the Uniformed Services	04-01-17	936-437-4058
<u>PD-79</u>	Employee Transfers and Reassignments	08-01-10	936-437-4025
<u>PD-80</u>	Outside Employment	10-01-11	936-437-4058
<u>PD-81</u>	Multiple Employments with the State	08-01-13	936-437-4058
<u>PD-84</u>	Reemployment and Selection of Retirees	04-01-16	936-437-4058
<u>PD-85</u>	Custodial Officer Certification, Hazardous Duty Pay, and Longevity Pay	07-01-11	936-437-3175
<u>PD-90</u>	Merit Salary Increases	01-01-17	936-437-3175
<u>PD-91</u>	Work Cycles and Compensable Hours of Work	04-01-14	936-437-6258
<u>PD-92</u>	Direct Deposit and Paycard Programs	07-01-15	936-437-6253
<u>PD-93</u>	Employee Classification	06-01-17	936-437-3175
<u>PD-97</u>	Training and Staff Development	06-01-17	936-437-3190