

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PD-01 (rev. 6), “HUMAN RESOURCES POLICIES AND PROCEDURES”
AUGUST 1, 2015
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TEXAS DEPARTMENT
OF
CRIMINAL JUSTICE

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March 1, 2012

EXECUTIVE DIRECTIVE

SUBJECT: HUMAN RESOURCES POLICIES AND PROCEDURES

AUTHORITY: Tex. Gov't Code §§ 493.001, 493.006(b), 493.007

APPLICABILITY: Texas Department of Criminal Justice (TDCJ)

EMPLOYMENT AT WILL CLAUSE:

These guidelines **do not** constitute an employment contract or a guarantee of continued employment. The TDCJ reserves the right to change the provisions of these guidelines at any time.

Nothing in these guidelines and procedures limits the executive director's authority to establish or revise human resources policy. These guidelines and procedures are adopted to guide the internal operations of the TDCJ and **do not** create any legally enforceable interest or limit the executive director's, deputy executive director's, or division directors' authority to terminate an employee at will.

POLICY:

The TDCJ shall develop human resources policies and procedures that are consistent and fair to all TDCJ employees.

DEFINITIONS:

"Proponent," for the purpose of this directive, is the human resources department or section responsible for developing a personnel directive, administering the program area and topic covered by the directive, and monitoring federal and state laws that may affect the program area.

"Staff Review," for the purpose of this directive, is the review of a new or revised personnel directive performed by staff within divisions or departments other than Human Resources. The review gives the division directors or department heads the opportunity to: (a) provide comments and suggestions regarding implementation of the procedures contained within the directive; and (b) concur or non-concur with the directive prior to final executive review and approval.

DISCUSSION:

- A. The development, publication, and distribution of personnel directives for the TDCJ shall be in accordance with the guidelines within this directive. Personnel directives shall be approved and signed by the executive director prior to becoming effective and shall be published as executive directives.
- B. All division directors, wardens or department heads, and supervisors within the TDCJ are responsible for supporting the TDCJ's personnel directives.
- C. Every employee shall have access to current personnel directives through the employee's human resources representative. Personnel directives are also available through the TDCJ's online report distribution system, currently provided by INFOPAC. The personnel directives on INFOPAC may be accessed by each employee who has a mainframe user ID through a common use area terminal located at each unit and some departments. In addition, personnel directives shall be available through the human resources webpage. This allows an employee to access personnel directives through the use of computers outside the TDCJ.
- D. It is an employee's responsibility to be knowledgeable, or seek clarification, of personnel directives and procedures. Being unaware of any human resources policy or procedure is not a defense for a rule violation or grounds for a grievance.

PROCEDURES:

- I. Issuance of *Personnel Manual*
 - A. The *Personnel Manual* includes the TDCJ's published personnel directives and procedures and is issued by Administrative Support of the Human Resources Division. A *Personnel Manual* shall be issued to each human resources representative position.
 - B. A *Personnel Manual* is issued to a position, not an employee. If an employee is in a position that has been issued a *Personnel Manual* and the employee changes positions, the employee shall leave the manual with the position being vacated.
- II. Development of Personnel Directives
 - A. Initial Development

The appropriate proponent shall coordinate with Administrative Support to initially draft a new or revised directive. The draft directive shall be reviewed by Administrative Support prior to distributing the directive for review by remaining human resources staff. Administrative Support shall ensure that:

 - 1. There are no conflicts with other personnel directives;

2. Language and format are consistent with existing personnel directives; and
3. The procedures effectively reflect the intent of the personnel directive.

B. TDCJ Staff Review and Approval Process

Executive Services shall coordinate the TDCJ staff review and approval process in accordance with ED-01.21, "TDCJ Policies and Procedures."

III. Publication and Distribution of Personnel Directives

The *Personnel Manual* update shall include an updated index and an interoffice communication (IOC) from the human resources director. The IOC shall summarize the purpose of any new directive and identify significant revisions to existing directives. The IOC shall also provide instructions for merging the new or revised personnel directives into the *Personnel Manual*.

A. After a personnel directive has been approved and signed by the executive director, Administrative Support shall:

1. Coordinate the publication of the directive on the TDCJ's online report distribution system, currently provided by INFOPAC; and
2. Coordinate the publication of the directive on the human resources webpage.

B. *Personnel Manual* holders shall print the new or revised directives and index from the website or INFOPAC and incorporate the manual update into their manual in a timely manner. Once the update has been incorporated, the manual holder shall ensure that the updated index corresponds to the contents of the manual. The manual holder shall be responsible for ensuring the assigned manual is current at all times.

IV. Biennial Reviews

Proponents shall conduct ongoing and, at a minimum, biennial reviews of the directives covering the proponent's program areas. The purpose of such reviews shall be to update procedures as necessary and to identify any procedures needing clarification. The results of these reviews shall be forwarded to the human resources director.

Brad Livingston
Executive Director