

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**  
**PD-61 (rev. 8), “HOUSEHOLD GOODS MOVE”**  
**APRIL 1, 2017**  
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TEXAS DEPARTMENT  
OF  
CRIMINAL JUSTICE

**NUMBER:** PD-61 (rev. 8)

**DATE:** April 1, 2017

**PAGE:** 1 of 7

**SUPERSEDES:** PD-61 (rev. 7)  
February 1, 2014

## **EXECUTIVE DIRECTIVE**

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**SUBJECT:** HOUSEHOLD GOODS MOVE

**AUTHORITY:** Tex. Gov't Code §§ 493.001, 493.006(b), 2113.204; BP-02.08, "Statement of Internal Controls"

**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 may assist in moving an employee's household goods in accordance with the provisions of this directive without regard to race, color, religion, sex (gender), national origin, age, disability, or genetic information.

**PROCEDURES:**

I. General Provisions

- A. TDCJ transportation assets may be used to transport and deliver the household goods and personal effects of an employee who meets the eligibility criteria in accordance with this directive. If authorized, TDCJ transportation assets may be used for up to four hours for loading and up to four hours for unloading. An offender crew may only be used for packing, loading, and unloading household goods on TDCJ property.
- B. Any moving of an employee's household goods by means of TDCJ transportation assets will occur at the employee's risk.

- C. If TDCJ transportation assets are not available or the employee's request for a household goods move is not approved, the relocation will be at the employee's expense.
- D. The moving of household goods does not include the relocation of mobile homes or travel trailers.
- E. This directive does not authorize payment or reimbursement of a transaction fee or sales commission for the sale of real property.
- F. Personal items an employee is prohibited from carrying into a unit, such as cell phones, firearms, ammunition, or alcohol and tobacco products, shall not be packed for transport by offenders or loaded onto TDCJ equipment, vehicles, or trailers. These items, in addition to money and prescription medication, shall be moved by the employee at the employee's expense.
- G. If TDCJ transportation assets are used to move an employee to temporary housing when permanent housing is not available, TDCJ transportation assets may not be used again to move the employee to permanent housing when it becomes available.

## II. Eligibility Criteria

### A. Reassignment

TDCJ transportation assets may be used to transport and deliver an employee's household goods and personal effects when the employee is being reassigned and meets the following eligibility criteria. A reassignment may include an administrative reassignment, lateral transfer, promotion, or voluntary demotion.

1. The employee shall have at least six months of employment with the state of Texas;
2. The employee shall not be in a disciplinary status, to include disciplinary probation;
3. The employee's reassignment is considered by the TDCJ to be of a permanent nature;
4. The employee's reassignment is initiated or required by the TDCJ to meet staffing requirements;
5. The employee is being reassigned from one designated headquarters to another designated headquarters of the TDCJ, to include a unit;
6. The TDCJ has determined the best interests of the state are served by the reassignment; and

7. The distance between the current and future designated headquarters is at least 25 miles.

B. Closing and Reduction in Force

TDCJ transportation assets may be used to transport and deliver an employee's household goods and personal effects when the employee is affected by a unit or office closing or a reduction in force (RIF) and meets the following eligibility criteria:

1. The employee shall have at least six months of employment with the state of Texas;
2. The employee is employed at a unit or office that is being closed or undergoing a RIF; and
3. The employee accepts a position with the TDCJ at another designated headquarters located at least 25 miles from the unit or office being closed or undergoing a RIF.

III. Submission and Approval Process

A. Submission

An employee who meets the eligibility criteria shall:

1. Complete a PERS 61.01, Request for Household Goods Move (Attachment A); and
2. Submit the PERS 61.01 to the losing unit or department human resources representative within 90 calendar days after receiving notice of reassignment or notification of unit or office closing or RIF. Sufficient notice shall be provided to allow arrangements for use of TDCJ transportation assets.

B. Approval

1. Upon receipt of a completed PERS 61.01, the losing unit or department human resources representative shall coordinate with the gaining unit or department human resources representative to ensure all eligibility criteria are met.
  - a. If all eligibility criteria are met, the losing unit or department human resources representative shall sign and fax the PERS 61.01 to the employee's losing division director or designee for approval or disapproval, even if the employee's new position is with a different division.

- b. If all eligibility criteria are not met, the losing unit or department human resources representative shall return the PERS 61.01 to the requesting employee.
2. Upon receipt of a PERS 61.01, the employee's division director or designee shall:
  - a. Approve and fax the PERS 61.01 to the Manufacturing, Agribusiness and Logistics director or designee for final approval or disapproval; or
  - b. Disapprove and fax the PERS 61.01 to the losing unit or department human resources representative, providing a reason for the disapproval on the PERS 61.01.
3. Upon receipt of a completed PERS 61.01 from the division director or designee, the Manufacturing, Agribusiness and Logistics director or designee shall:
  - a. Approve or disapprove the PERS 61.01;
  - b. If the PERS 61.01 is disapproved, provide a reason for the disapproval on the PERS 61.01;
  - c. Sign the PERS 61.01; and
  - d. Retain the original approved or disapproved PERS 61.01 and fax to the losing unit or department human resources representative.
4. Upon receipt of an approved PERS 61.01 from the Manufacturing, Agribusiness and Logistics director or designee, the losing unit or department human resources representative shall notify the employee of the approval and provide a copy of the approved PERS 61.01 to the employee and the gaining unit or department human resources representative.

If the approved PERS 61.01 involves a move from TDCJ housing, the losing unit or department human resources representative shall fax or otherwise provide a copy of the approved PERS 61.01 to the maintenance department of the unit or department where the employee currently resides, and the gaining maintenance department.

5. Upon receipt of a disapproved PERS 61.01 from the employee's division director, Manufacturing, Agribusiness and Logistics director, or designee, the losing unit or department human resources representative shall notify the employee of the disapproval and provide a copy of the disapproved PERS 61.01 to the employee.

IV. Arrangements for Household Goods Move

- A. If TDCJ transportation assets are not available or if the PERS 61.01 is not approved, the employee will be responsible for the household goods move.
- B. If the PERS 61.01 is approved, the employee will be contacted by the appropriate transportation dispatch office to arrange dates, times, and locations for loading, delivery, and unloading of the employee's household goods.
- C. In the event of a lockdown or other event requiring a change to a previously arranged date and time, the employee shall call the appropriate transportation dispatch office to cancel the previously arranged dates in time to prevent unnecessary transportation expenses and establish new dates for the loading, delivery, and unloading of the employee's household goods.

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Bryan Collier  
Executive Director

## Texas Department of Criminal Justice Request for Household Goods Move

### I. Employee requesting assistance with household goods move:

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
(Print) Last First MI  
Month/Day of Birth: \_\_\_\_\_ Date of Hire: \_\_\_\_\_  
(mm/dd) (mm/dd/yyyy)  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
(Current Street Address)  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
(If Different From Street Address)  
Personal Telephone: (\_\_\_\_\_) \_\_\_\_\_ Current Unit or Department Location: \_\_\_\_\_  
Area Code  
Transferring To: \_\_\_\_\_ Reason: \_\_\_\_\_  
(Unit or Department)  
Future Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
(If Known)

**Employee Acknowledgement: I certify that I have read and am familiar with PD-61, "Household Goods Move," and that I am eligible for TDCJ assistance in moving household goods as provided for therein.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

**Note to Employee:** With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

### II. Losing unit or department human resources representative:

- \_\_\_\_\_ A) Employee has at least six months of employment with the state of Texas.  
\_\_\_\_\_ B) Employee meets the following criteria for  reassignment **or**  closing or reduction in force (check one).

#### Reassignment:

- \_\_\_\_\_ 1) Employee's reassignment is considered to be of a permanent nature.  
\_\_\_\_\_ 2) Employee's reassignment is required by the TDCJ to meet staffing requirements.  
\_\_\_\_\_ 3) Employee is being reassigned from one designated headquarters to another designated headquarters of the TDCJ, to include a unit.  
\_\_\_\_\_ 4) Employee's reassignment serves the best interests of the state.  
\_\_\_\_\_ 5) Distance between the employee's current and future designated headquarters is at least 25 miles.

**Closing or Reduction in Force:**

- \_\_\_\_\_ 1) Employee's unit or office is being closed or undergoing a reduction in force.  
\_\_\_\_\_ 2) Employee has accepted a position at another designated headquarters that is at least 25 miles from the unit or office being closed or undergoing a reduction in force.

I certify that this employee  meets  does not meet (check one) the eligibility criteria for TDCJ assistance in moving household goods.

Name: \_\_\_\_\_ Telephone No.: (\_\_\_\_\_) \_\_\_\_\_  
(Print) Last First MI Area Code

\_\_\_\_\_  
Signature Date (mm/dd/yyyy) Fax No.: (\_\_\_\_\_) \_\_\_\_\_  
Area Code

If all eligibility criteria are met, forward to the appropriate division director or designee. If all eligibility criteria are not met, return to requesting employee.

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**III. Division Director or Designee (from the losing division if new position is with a different division):**

Request for household goods move using TDCJ transportation assets is:  Approved  Disapproved

Reason for disapproval: \_\_\_\_\_

Name: \_\_\_\_\_  
(Print) Last First MI Signature Date (mm/dd/yyyy)

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**IV. Manufacturing, Agribusiness and Logistics Director or Designee:**

Request for household goods move using TDCJ transportation assets is:  Approved  Disapproved

Reason for disapproval: \_\_\_\_\_

\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Signature Date (mm/dd/yyyy)

DISTRIBUTION AFTER COMPLETION BY THE MANUFACTURING, AGRIBUSINESS AND LOGISTICS DIRECTOR:

- Original: Manufacturing, Agribusiness and Logistics Director  
Copy: Losing human resources representative (provide one copy to requesting employee and place one copy in the employee's unit or department human resources file - miscellaneous section)