

TDCJ PERSONNEL MANUAL

Subject Index

June 1, 2016

SUBJECT

DIRECTIVE

A

Academy Rules (Trainee Management)	PD-33
Administrative Leave for Outstanding Performance (ALOP)	PD-53
Administrative Leave with Pay	PD-49
Administrative Reassignments	PD-79
Administrative Separation	PD-24
Adoption, Use of Sick Leave for	PD-46
Adverse Weather Policy	PD-49
Aggravated Use of Excessive Force Provision	PD-22
Alcohol Dependency (Employee Assistance Program)	PD-20
Alcohol/Drug Testing (Commercial Drivers)	PD-37
Alcohol/Drug Testing	PD-17
Amateur Radio Operators, Leave for	PD-49
American Red Cross Volunteer, Administrative Leave for	PD-49
Americans with Disabilities Act and Employment of Persons with a Permanent or Long-Term Medical Condition	PD-14
Annual (Vacation) Leave Credit, Converting to Retirement Credit	PD-44
Annual Performance Evaluation	PD-52
Appearances of Impropriety (Relatives in positions)	PD-26
Applicant-Flow Reporting Form (Selection System Procedures)	PD-71
Applicants with a Felony/Misdemeanor Conviction	PD-75
Applicants with Pending Criminal Charges or Prior Criminal Convictions	PD-75
Applicants, Selection Criteria for Correctional Officer	PD-73
Application Procedures for ERS Retirees (Reemployment of Retirees)	PD-84
Application Procedures for Posted Positions (Selection System Procedures)	PD-71
Arrest of Employee (Employee Duty Status Pending Resolution of Criminal Charges or a Protective Order)	PD-27
Award, Executive Director's	PD-54
Awards Based on Length of Service	PD-53
Awards for Outstanding Service (Employee Recognition)	PD-53
Awards, Recognition (Employee Recognition)	PD-53

B

"Banked" Hours	PD-91
Background Check, Criminal Offense	PD-27
Beards, Mustaches, Sideburns (Dress and Grooming Standards)	PD-28
Benefit Policy, TDCJ (Board Policy)	BP-11.76
Benefit Replacement Pay Eligibility and Leveling	PD-47
Blood Donation, Administrative Leave for	PD-49
Bone Marrow Donor, Administrative Leave for	PD-49
Bonus, Recruitment	PD-54
Break Time for Nursing Mothers	PD-91
Breaks, Meal/Convenience	PD-91
Business Casual Attire (Dress and Grooming Standards)	PD-28

SUBJECT**DIRECTIVE****C**

Card Schedules (Work Cycles and Compensable Hours of Work)	PD-91
Career Ladder/Career Program Development (Position Classification Review).....	PD-93
Career Ladder/Career Program Salary Adjustments.....	PD-72
Casual Attire (Dress and Grooming Standards).....	PD-28
Certification of Compliance (Selection System Procedures).....	PD-71
Changes to Work Schedules	PD-91
Classification Review, Position	PD-93
College Program Applicants for Correctional Officers	PD-73
Commercial Driver Certification/Notification and Receipt of Materials Form.....	PD-37
Commercial Drivers Alcohol/Drug Testing Program.....	PD-37
Commercial Drivers Physical Examination Program	PD-37
Compensable Hours of Work, Work Cycles and.....	PD-91
Compensatory Leave	PD-49
Compensatory Time Accrual (Work Cycles and Compensatory Hours of Work)	PD-91
Complaints, Discrimination	PD-31
Complaints, Grievances	PD-30
Complaints, Sexual Harassment	PD-13
Compliance Employment Discrimination Training.....	PD-97
Conditional Offer of Employment (Selection System Procedures)	PD-71
Conduct, Employee General Rules of.....	PD-22
Confidential Information Agreement.....	PD-52
Confidentiality of Information, Consultants and Contract Employees	PD-04
Confidentiality of Offender Information Available to Consultants/Contract Employees	PD-04
Conflict of Interest (Outside Employment)	PD-80
Conflicts of Interest (Relatives in positions)	PD-26
Consultant/Contract Employee Confidentiality Agreement	PD-04
Contract Employee ID Cards	PD-03
Contributions to the Employees Retirement System (ERS)	PD-44
Convenience Breaks (Work Cycles and Compensable Hours of Work)	PD-91
Conviction, Applicants with a Misdemeanor/Felony	PD-75
Correctional Environmental Training	PD-97
Correctional Officer Applicants, Selection Criteria for	PD-73
Correctional Officers, Salary Provisions for.....	PD-72
Counseling, Employee Assistance Program	PD-20
Counseling Records, Supervisor to Employee.....	PD-55
Counseling, Supervisor to Employee.....	PD-52
Court-Appointed Special Advocates (CASA), Leave for.....	PD-49
Crime Victim's Election to Allow Public Access to Information (Request for and Release of Employment Information or Documents).....	PD-56
Criminal Charges, Applicants with Pending.....	PD-75
Criminal Charges or a Protective Order, Employee Duty Status Pending Resolution of	PD-27
Criminal Offense Background Check.....	PD-27
Custodial Officer Certification Eligibility	PD-85
Custodial Officer Certification Eligibility (Board Rule)	BR-151.51

D

Deactivation of ID Card for Commissary Purchases, Instructions of.....	PD-03
Death in Immediate Family, Administrative Leave for	PD-49
Demerit Assessment due to Academy Rule Violation (Trainee Management)	PD-33

SUBJECT**DIRECTIVE****D**

Demotions, Disciplinary Actions.....	PD-22
Demotions, Salary Provisions of	PD-72
Differential Pay Leave	PD-76
Direct Deposit and Paycard Programs	PD-92
Direct Hire Session	PD-97
Disability Retirement.....	PD-44
Disciplinary Actions	PD-22
Disciplinary Files, Management of Unit/Department.....	PD-55
Discourteous Conduct of a Sexual Nature	PD-13
Discrimination in the Workplace.....	PD-31
Discrimination, Employment (Board Policy)	BP-02.43
Discrimination, Employment.....	PD-12
Discrimination, Equal Employment Opportunity (Board Policy)	BP-02.43
Discrimination, Equal Employment Opportunity	PD-12
Discrimination, Sexual Harassment.....	PD-13
Disease, Work-Related Communicable Disease Exposure (Workers' Compensation)	PD-45
Dismissal Mediation	PD-35
Dismissals (Guidelines for Employee Disciplinary Actions)	PD-22
Dispute Resolution.....	PD-35
Diversity, Workforce	PD-10
Donated Sick Leave	PD-46
Dress and Grooming Standards	PD-28
Drug Dependency (Employee Assistance Program).....	PD-20
Drug Testing	PD-17
Drug Testing, Commercial Drivers	PD-37
Drug-Free Workplace	PD-17
DS064 Priority Placement Consideration	PD-71
Duty Point (Work Cycles and Compensable Hours of Work).....	PD-91

E

Educational Programs, Employee Participation in	PD-97
EEO Complaint Form	PD-13
EEO Complaint Form	PD-31
EEO Prehearing Investigation Report.....	PD-13
EEO Prehearing Investigation Report.....	PD-31
EEO Prehearing Investigation Report.....	PD-22
Emergency Response Log	PD-85
Emergency Transfers	PD-79
Employee Appearances for Jury Service or in Judicial or Legislative Proceedings.....	PD-57
Employee Assistance Program (EAP)	PD-20
Employee Classification	PD-93
Employee Commercial Drivers' Physical Examination and Alcohol/Drug Testing Programs	PD-37
Employee Duty Status Pending Resolution of Criminal Charges or a Protective Order	PD-27
Employee Exit Interviews.....	PD-07
Employee Grievance Procedures	PD-30
Employee Hearing	PD-22
Employee ID Cards (and Contract Employee)	PD-03
Employee Information or Documents, Request for and Release of.....	PD-56
Employee Master Medical File, Management of.....	PD-55
Employee Master Personnel File, Management of.....	PD-55

SUBJECT**DIRECTIVE****E**

Employee Medical Files, Management of	PD-55
Employee Offense and Prehearing Investigation Report	PD-22
Employee Organizations, Participation in	PD-23
Employee Performance Log	PD-52
Employee Personnel Files, Management of.....	PD-55
Employee Political Activity and Participation in Employee Organizations	PD-23
Employee Recognition.....	PD-53
Employee Referral, Assistance	PD-20
Employee Salary Administration.....	PD-72
Employee Service Awards.....	PD-53
Employee Transfers and Reassignments	PD-79
Employees General Rules of Conduct	PD-22
Employees Requiring an Assistance Animal, Administrative Leave	PD-49
Employees Retirement System of Texas (ERS)	PD-44
Employment At Will Clause Amendment	N/A
Employment Information or Documents, Request for and Release of	PD-56
Employment of Persons with a Permanent or Long-Term Medical Condition	PD-14
Employment of Relatives (Nepotism Policy)	PD-26
Employment, Correctional Officer Applicants	PD-73
Employment, Outside	PD-80
Employment Preference (Veteran's and Foster Child).....	PD-71
Employment, Reemployment of Retirees	PD-84
Equal Employment Opportunity	BP-02.43
Equal Employment Opportunity	PD-12
Ex-Offenders, Employment of (Applicants with Pending Criminal Charges or Criminal Convictions) ..	PD-75
Executive Director's Recruitment Award Program.....	PD-54
Exit Interviews.....	PD-07
Expert Witness on Behalf of the Agency or State (Travel and Per Diem for Employees Serving as)	PD-57
Exposure to Communicable Disease (Workers' Compensation)	PD-45
Eyeglasses, Reimbursement for Breakage due to Offender Altercation.....	PD-45

F

Fact Witness (Leave and Per Diem for Employees Appearing in Judicial Proceedings as).....	PD-57
Family and Medical Leave (FML).....	PD-46
Felony Criminal Charges (Employee Duty Status Pending Resolution of Criminal Charges or a Protective Order).....	PD-27
Financial Problems, Personal (Employee Assistance Program)	PD-20
Fingernails (Dress and Grooming Standards).....	PD-28
Firefighter Training, Administrative Leave for State Volunteer	PD-49
Follow-up Alcohol/Drug Testing.....	PD-17
Former Employee Information or Documents, Request for and Release of	PD-56
Former Employees, Rehiring (Employee Salary Administration).....	PD-72
Foster Child, Employment Preference.....	PD-71
Foster Parent, Administrative Leave for.....	PD-49

G

General Rules of Conduct.....	PD-22
Governor's Center for Management Development (GCMD) Courses	PD-97
Grievance Files, Management of Unit/Department	PD-55

SUBJECT

DIRECTIVE

G

Grievance Steps PD-30
 Grievances, Employee PD-30
 Grooming Standards, Dress and PD-28
 Guidelines for Employee Disciplinary Actions PD-22

H

Hairstyles (Dress and Grooming Standards)..... PD-28
 Hazardous Duty Codes (Board Rule) BR-151.51
 Hazardous Duty Codes PD-85
 Hazardous Duty Log PD-85
 Hazardous Duty Pay Eligibility (Board Rule) BR-151.51
 Hazardous Duty Pay Eligibility PD-85
 Hearing Aids Reimbursement for Breakage due to Offender Altercation PD-45
 Hepatitis B Exposure, Work-Related (Worker’s Compensation) PD-45
 HIV Exposure, Work-Related (Workers' Compensation) PD-45
 Holiday Leave..... PD-49
 Holidays, Schedule of PD-49
 Honorarium, Prohibition on Accepting an (Outside Employment) PD-80
 Household Goods Move PD-61
 Human Resources Policies and Procedures, Development and Distribution..... PD-01
 Human Resources Topics for Supervisors (HRTS) Training Session PD-97

I

ID Cards, Employee (and Contract Employee) PD-03
 In Lieu of Holiday Request..... PD-49
 Independent Dismissal Mediation and Dispute Resolution PD-35
 Indictment of Employee (Employee Duty Status Pending
 Resolution of Criminal Charges or a Protective Order)..... PD-27
 Injury/Illness, Work-Related (Workers' Compensation) PD-45
 InnerChange Freedom Initiative Program PD-75
 Interagency Transfer, Salary Provisions for PD-72
 Interim Performance Evaluations PD-52
 Interviews for Posted Positions (Selection System Procedures)..... PD-71

J

Jewelry, Correctional Employees Wearing of (Dress and Grooming Standards)..... PD-28
 Job Descriptions (Position Classification Review)..... PD-93
 Job Performance Evaluation PD-52
 Job Postings PD-71
 Judicial Proceedings, Employee Appearances in..... PD-57
 Jury Duty, Administrative Leave for PD-49
 Jury Service, Employee Appearances for PD-57

L

Lateral Transfer, Salary Provisions for..... PD-72
 Learning Disabilities PD-14
 Leave, Family and Medical PD-46

SUBJECT**DIRECTIVE****L**

Leave Related to Employee Appearances for Jury Service or in Judicial or Legislative Hearings	PD-57
Leave Status Pending Resolution of Criminal Charges	PD-27
Leave With Pay, Administrative (Amateur Radio Operators)	PD-49
Leave With Pay, Administrative (American Red Cross Volunteer)	PD-49
Leave With Pay, Administrative (Blood Donation)	PD-49
Leave With Pay, Administrative (Bone Marrow Donor)	PD-49
Leave With Pay, Administrative (Court Appointed Special Advocates)	PD-49
Leave With Pay, Administrative (For Employees with a Disability)	PD-49
Leave With Pay, Administrative (Foster Parents)	PD-49
Leave With Pay, Administrative (Jury Duty)	PD-49
Leave With Pay, Administrative (Military Training)	PD-76
Leave With Pay, Administrative	PD-49
Leave With Pay, Administrative (National Emergency Duty under Title 10 or 32, USC)	PD-76
Leave With Pay, Administrative (Organ Donor)	PD-49
Leave With Pay, Administrative (State Emergency Duty - National Guard)	PD-76
Leave With Pay, Administrative (State Volunteer Firefighter Training)	PD-49
Leave With Pay, Administrative (Urban Search and Rescue)	PD-49
Leave With Pay, Administrative (Voting - Statewide Elections)	PD-49
Leave With Pay, Administrative (Weather-Related)	PD-49
Leave With Pay, Administrative for Outstanding Performance (ALOP)	PD-53
Leave With Pay, Compensatory	PD-49
Leave With Pay, Extended Sick	PD-46
Leave With Pay, Holiday	PD-49
Leave With Pay, Overtime (Use of Accrued)	PD-49
Leave With Pay, Parental	PD-46
Leave With Pay, Sick Leave Pool	PD-50
Leave With Pay, Sick	PD-46
Leave With Pay, Vacation	PD-49
Leave Without Pay, Medical	PD-46
Leave Without Pay, Military	PD-76
Leave Without Pay, Other	PD-49
Leave Without Pay, Parental	PD-46
Legal Problems, Personal (Employee Assistance Program)	PD-20
Legislative Influence, Employee	PD-23
Legislative Proceedings, Employee Appearances in	PD-57
Letter of Instruction	PD-22
Lobbyist, Employment of	PD-23
Log, Employee Performance	PD-52
Longevity Pay	PD-85

M

Makeup (Dress and Grooming Standards)	PD-28
Management of Employee Personnel and Medical Files	PD-55
Marital Problems, Personal (Employee Assistance Program)	PD-20
Master Medical File, Management of	PD-55
Master Personnel File, Management of	PD-55
Meal/Convenience Breaks (Work Cycles and Compensable Hours of Work)	PD-91
Medical Alert Bracelets, Correctional Officers Wearing of	PD-28
Medical Examiner's Certificate (Commercial Drivers)	PD-37
Medical Files, Management of Employee Master	PD-55

SUBJECT**DIRECTIVE****M**

Medical Files, Management of Unit/Department	PD-55
Medical Leave Without Pay	PD-46
Merit Salary Increases	PD-90
Military Duty, Work Schedule Adjustment for (Work Cycles and Compensable Hours of Work)	PD-91
Military Leave Without Pay	PD-76
Military Training, Administrative Leave for	PD-76
Minimum Qualifications Screening Instructions (Selection System Procedures)	PD-71
Minor Traffic Violations, Examples of.....	PD-27
Misdemeanor Criminal Charges (Employee Duty Status Pending Resolution of Criminal Charges or a Protective Order).....	PD-27
Misuse of Sick Leave.....	PD-46
Moving Household Goods.....	PD-61
Multiple Employments With the State.....	PD-81

N

National Institute of Corrections (NIC) Training Programs	PD-97
Nepotism.....	PD-26
No Rehire Statement.....	PD-22
Notice of Prohibitions and Standards of Conduct, PERS 19	PD-23
Notification of a Protective Order	PD-27
Notification of Administrative Separation Recommendation.....	PD-24
Notification of an Employee Arrest, Criminal Charge or Indictment.....	PD-27
Notification of Interim Remedial Actions	PD-13
Notification of Interim Remedial Actions	PD-31
Notification of Outstanding Warrant for Arrest.....	PD-27
Notification of Unscheduled Use of Leave Pattern	PD-46
Nursing Mothers, Reasonable Break Time for	PD-91

O

Offender Request for Employee Information (Request for and Release of Employee Information or Documents)	PD-56
Officially Closed Roadways, Administrative Leave due to.....	PD-49
On-Call Hours (Work Cycles and Compensable Hours of Work).....	PD-91
On-the-Job Injury (Workers' Compensation)	PD-45
Open Records Training.....	PD-97
Open-Toe Shoes (Dress and Grooming Standards).....	PD-28
Organ Donor, Administrative Leave for (Leaves With Pay).....	PD-49
Orientation Session.....	PD-97
Outside Employment	PD-80
Outstanding Warrants for Arrest (Employee).....	PD-27
Overtime Authorization (Work Cycles and Compensable Hours of Work).....	PD-91
Overtime, Use of Accrued	PD-49

P

Parental Leave With Pay, State.....	PD-46
Parental Leave Without Pay, State	PD-46
Parking Spaces Designated for a Handicapped Individual	PD-14
Parole Officer Entry Level Training Academy Rules.....	PD-33

SUBJECT

DIRECTIVE

P

Part-time to Full-time and Full-Time to Part-Time Correctional Officer Transfers..... PD-79

Paycard Program..... PD-92

Payroll Actions, Effective Date of (Employee Salary Administration)..... PD-72

Per Diem Allowance for Employee Appearances in Judicial or Legislative Proceedings PD-57

Performance Evaluations PD-52

Performance Log PD-52

Person-to-Person Exit Interviews for Voluntarily Separating Correctional Officers PD-07

Personal Problems (Employee Assistance Program)..... PD-20

Personal Residence, Working at (Work Cycles and Compensable Hours of Work)..... PD-91

Personnel Files, Management of Employee Master PD-55

Personnel Files, Management of Unit/Department..... PD-55

Personnel Files, Request for Information in PD-56

Personnel Manuals, Assignment of (HR Policies and Procedures) PD-01

Physical Examination Program (Commercial Drivers) PD-37

Physical Fitness Program (Employee Assistance Program) PD-20

Plaintiff (Leave and Per Diem for Employees Appearing in Judicial Proceedings as) PD-57

Policies and Procedures, Human Resources PD-01

Political Activity..... PD-23

Political Advertising, Prohibition against Use of Internal Mail System for Distribution of..... PD-23

Position Classification Review PD-93

Position Descriptions (Position Classification Review) PD-93

Position Postings (Selection System Procedures)..... PD-71

Possible Work-Related Exposure Form..... PD-45

Post-Accident Alcohol/Drug Testing (Commercial Drivers) PD-37

Pre-Employment Drug Testing (Commercial Drivers)..... PD-37

Pre-Employment Test (Written), Correctional Officer Applicants..... PD-73

Pre-Employment/Pre-Assignment Drug Testing PD-17

Prehearing Investigation PD-22

Prescription Drugs, Use of..... PD-17

Pre-Service Training Academy Rules (Trainee Management) PD-33

Principles of Supervision (POS) Training Session PD-97

Priority Placement Consideration (Reduction in Force)..... PD-25

Probation, Disciplinary (Guidelines for Employee Disciplinary Actions) PD-22

Professional Attire (Dress and Grooming Standards)..... PD-28

Promotions, Salary Provisions for PD-72

Protective Order, Employee Status Pending Resolution of PD-27

Provisional Appointment to Correctional Officer Position PD-93

Public Information Act, Request for Employee Information Under the
(Request for and Release of Employee Information or Documents)..... PD-56

R

Relatives (Nepotism Chart) PD-26

Random Alcohol/Drug Testing (Commercial Drivers) PD-37

Rating Supervisor (Performance Evaluations)..... PD-52

Reasonable Accommodation PD-14

Reasonable Suspicion Alcohol/Drug Testing (Commercial Drivers)..... PD-37

Reasonable Suspicion Alcohol/Drug Testing PD-17

Reassignments, Employee Transfers and PD-79

Recognition, Employee..... PD-53

Recommendation for Administrative Separation..... PD-24

SUBJECT**DIRECTIVE****R**

Recommendation for No Rehire	PD-22
Recommendations, Merit Salary Increase	PD-90
Record of Hours Worked Beyond Regular Schedule	PD-91
Recruitment Bonus	PD-54
Reduction In Force Procedures	PD-25
Reduction in Pay, Disciplinary Action (Guidelines for Employee Disciplinary Actions)	PD-22
Reduction in Pay, Salary Provisions for	PD-72
Reemployment of Members of the Uniformed Services	PD-76
References (Request for and Release of Employee Information or Documents)	PD-56
Refusal to File a Workers' Compensation Claim	PD-45
Rehire Review Required.....	PD-22
Rehiring Former Employees (Employee Salary Administration).....	PD-72
Relationship Chart (Nepotism)	PD-26
Relatives, Employment of (Nepotism)	PD-26
Release Date for Selected Inside Applicants	PD-71
Religious Accommodation in the Workplace	PD-15
Reporting Criminal Charges to Supervisor.....	PD-27
Representatives, Employee (Grievance Procedures)	PD-30
Representatives, Employee (Guidelines for Employee Disciplinary Actions)	PD-22
Reprimanding Authority	PD-22
Reprimands (Guidelines for Employee Disciplinary Actions)	PD-22
Request for a Workplace Accommodation Due to a Permanent or Long-Term Medical Condition	PD-14
Request for and Release of Employment Information or Documents	PD-56
Request for Custodial Officer Certification and/or Hazardous Duty Pay Authorization Form	PD-85
Request for Discovery (Employment Information or Documents).....	PD-56
Request for Multiple Employment	PD-81
Request for Outside Employment.....	PD-80
Request for Religious Accommodation	PD-15
Request to Transfer to Full-Time Correctional Officer Status	PD-79
Restored Career Program/Ladder Service	PD-72
Retiree ID Card.....	PD-03
Retirees, Reemployment of.....	PD-84
Retirement Benefits and Eligibility	PD-44
Retirement Service Purchase	PD-44
Return to Duty Alcohol/Drug Testing	PD-17
Return to Work after Arrest, Charge, or Indictment (Employee Duty Status Pending Resolution of Criminal Charges).....	PD-27
Return to Work Program.....	PD-45
Reviewer (Performance Evaluations)	PD-52
Rules of Conduct	PD-22

S

Safety Policy, TDCJ (Performance Evaluations).....	PD-52
Salary Adjustments for Career Ladder/Program Positions	PD-72
Salary Administration, Employee.....	PD-72
Salary Increases, Merit	PD-90
Salary Rate Reference Sheet.....	PD-72
Salary Schedules (Employee Salary Administration).....	PD-72
Schedules, Work (Work Cycles and Compensable Hours of Work).....	PD-91

SUBJECT**DIRECTIVE****S**

Security Threat Group, Signs or Symbols of Apparent Membership (Dress and Grooming Standards)	PD-28
Selection Criteria for Correctional Officer Applicants	PD-73
Selection System Procedures	PD-71
Self-Employment (Outside Employment)	PD-80
Senior Rater (Performance Evaluations)	PD-52
Separation of Employment Due to Reduction in Force	PD-25
Sergeants, Food Service, and Laundry Manager Academy	PD-97
Service Awards, Employee	PD-53
Sexual Harassment	PD-13
Sexual Misconduct with Offenders	PD-29
Shift Overlap (Work Cycles and Compensable Hours of Work)	PD-91
Sick Leave	PD-46
Sick Leave, Donated	PD-46
Sick Leave Credit, Converting to Retirement Credit	PD-44
Sick Leave, Extended	PD-46
Sick Leave Pool (Board Rule)	BR-151.52
Sick Leave Pool Contributions and Withdrawals	PD-50
Sick Time Accrual	PD-46
Staff Development, Training and	PD-97
Standard Employment Discrimination Training	PD-97
Standards of Conduct (Rules of Conduct)	PD-22
State Auditor's Office (SAO) Employee Exit Survey	PD-07
State Emergency Duty - National Guard, Administrative Leave for	PD-76
State Employments, Multiple	PD-81
State Parental Leave with Pay	PD-46
State Parental Leave without Pay	PD-46
State Resources, Use of (Outside Employment)	PD-80
State Resources, Use of in Preparation/Submission of an Employee Grievance	PD-30
Subpoenas (Request for and Release of Employment Information or Documents)	PD-56
Subsequent Vacancies (Selection System Procedures)	PD-71
Substance Abuse Counselor Performance Review Form (Applicants with Pending Criminal Charges or Prior Criminal Convictions)	PD-75
Substance Abuse Entry-Level Counselor Agreement (Applicants with Pending Criminal Charges or Prior Criminal Convictions)	PD-75
Supervisory Files, Management of	PD-55
Supplemental Standard Employment Discrimination Training	PD-97
Suspension Without Pay (Guidelines for Employee Disciplinary Actions)	PD-22
Sweat Suits/Wind Suits, Wearing of (Dress and Grooming Standards)	PD-28

T

Targeted Career Positions, Salary Provisions for	PD-72
Telecommuting (Work Cycles and Compensable Hours of Work)	PD-91
Temporary Alternate/Modified Duty Assignment (Return to Work Program)	PD-45
Temporary Assigned Duty Point	PD-91
Temporary Duty Assignment (Position Classification Review)	PD-93
Texas Workforce Commission	PD-48
Time Management (Work Cycles and Compensable Hours of Work)	PD-91
Time Recording/Time Reporting (Work Cycles & Compensable Hours of Work)	PD-91
Tobacco Policy (Board Rule)	BR-151.25
Trainee Management	PD-33

SUBJECT**DIRECTIVE****T**

Training and Staff Development.....	PD-97
Training, Staff Development, or Educational Programs, Employee Participation in	PD-97
Transfers, Correctional Officer to Correctional Officer	PD-79
Transfers, Emergency	PD-79
Transfers, Employee	PD-79
Transfers, Full-time to Part-time or Part-time to Full-time Correctional Officer Transfers	PD-79
Transfers to Non-Correctional Positions	PD-79
Travel, Administrative Leave Due to Hazardous Travel Conditions (Adverse Weather Conditions).....	PD-49
Tuberculosis Exposure, Work-Related (Workers' Compensation).....	PD-45
Typing Tests (Selection System Procedures)	PD-71

U

Understaffed Correctional Facility	PD-54
Unemployment Compensation Benefits, Claims for	PD-48
Uniformed Services, Employment and Reemployment of Members of the	PD-76
Unit/Department Personnel Files, Management of.....	PD-55
Urban Search and Rescue, Leave for.....	PD-49

V

Vacation (Annual) Leave Credit, Converting to Retirement Credit	PD-44
Vacation Accrual/Vacation Leave	PD-49
Veteran's Employment Preference	PD-71
Veteran's Reemployment Eligibility and Application Procedures	PD-76
Victim Information (Request for and Release of Employment Information or Documents)	PD-56
Violation of Law by the Agency or Another Employee, Reporting (Whistleblower Act)	PD-32
Violations, Employee Conduct (Rules of Conduct)	PD-22
Voting, Administrative Leave for Statewide	PD-49

W

Warrants, Outstanding for Arrest (Employee).....	PD-27
Weather, Adverse	PD-49
Wellness Program (Employee Assistance Program)	PD-20
Whistleblower Act	PD-32
Witness, Expert (Travel and Per Diem for Employees Serving as Expert Witness for the Agency or State).....	PD-57
Witness, Fact (Travel and Per Diem for Employees Appearing in Judicial Proceedings as)	PD-57
Witness Fees (Employee Appearances in Judicial or Legislative Proceedings).....	PD-57
Work Cycles and Compensable Hours of Work.....	PD-91
Work Hours Other than Normally Scheduled Hours	PD-91
Work Schedules (Work Cycles and Compensable Hours of Work)	PD-91
Workers' Compensation.....	PD-45
Workforce Diversity	PD-10
Workplace, Discrimination in the.....	PD-31
Workplace, Drug Free.....	PD-17
Work-Related Injury or Illness (Workers' Compensation)	PD-45
Workplace Accommodation due to a Permanent or Long-Term Medical Condition.....	PD-14
Worksite Visits (Selection System Procedures)	PD-71