

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

INTER-OFFICE COMMUNICATIONS

TO	<u>Personnel Policy Manual Holders</u>	DATE	<u>February 1, 2014</u>
FROM	<u>Patty Garcia</u> Director, Human Resources Division	SUBJECT	<u>February 2014</u> Personnel Manual Update

Please update your Personnel Manual as follows effective February 1, 2014.

NUMERICAL INDEX:

Remove the existing Numerical Index dated November 1, 2013.

Insert the revised [Numerical Index](#) dated February 1, 2014.

EXECUTIVE DIRECTIVES:

PD-24, “Administrative Separation” (rev. 4)

1. All references to “Labor Relations” changed to “Employee Relations;” definition of, and all subsequent references to, the “Americans with Disabilities Act (ADA) Coordinator” changed to “Accommodation Coordinator.”
2. Section V: Revised to state that any separation decision by the executive director is final and not subject to review (**Page 4**).
3. Attachment A: Revised reasons for administrative separation regarding failure to meet conditions of employment; included the United States Department of Education (USDE) in college degree accreditation recognition organizations; and added language concerning the decision of the executive director regarding direct report (**Pages 7-10**).
4. Grammatical and formatting updates made.

Remove the existing PD-24.

Insert the revised [PD-24](#).

PD-61, “Household Goods Move” (rev. 7)

1. References to “state owned” or “state” were replaced with “TDCJ” throughout the directive.
2. Routing destinations and methods for requests and responses were reviewed and adjusted to reflect appropriate recipients, gaining or losing locations, or employees.
3. Section I.C: Revised to designate travel trailers as not included in relocation services (**Page 2**).
4. Grammatical and formatting updates were made.

Remove the existing PD-61.

Insert the revised [PD-61](#).

If you have any questions regarding this update or need assistance concerning your Personnel Manual, please contact Cathy L. Holm at (936) 437-3663 (E-mail User I.D. CHO9628).

PG: clh
Attachments