

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

INTER-OFFICE COMMUNICATIONS

TO Personnel Policy Manual Holders **DATE** April 1, 2014

FROM Patty Garcia **SUBJECT** April 2014
Director, Personnel Manual Update
Human Resources Division

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

NUMERICAL INDEX:

Remove the existing Numerical Index dated February 1, 2014.

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

EXECUTIVE DIRECTIVES:

PD-91, “Work Cycles and Compensable Hours of Work” (rev. 6)

1. Throughout the directive, all references to “working days” have been changed to “workdays.”
2. Added definitions for Correctional Career Position, Holiday Time, and Reasonable Break Time.
3. Revised definition of Non-Correctional Employee to include warden.
4. Added discussion section to comply with Internal Audit 1207 regarding consequences for non-compliance with established procedures.
5. Sections II.C.5.a(4) and II.C.5.b(4): Exceptions for the PERS 534, Record of Hours Worked Beyond Regular Schedule, Requirement, was added to clarify when the form is not required for FLSA exempt and non-exempt employees.
6. Section IV, Reasonable Break Time for Nursing Mothers, was added and all subsequent sections and references renumbered.
7. Section IX: Section heading was changed to “Compensatory Time and Holiday Time Lapsing.” Added language that compensatory time for employees in non-correctional career position shall expire one year after the time it is accrued and two years for employees in correctional career positions.
8. Attachment A: PERS 596, Condition of Employment as Related to Emergency Responses: The reference to employees providing a health care provider’s statement was changed from two to fifteen workdays and it now instructs employees to refer to the guidelines of PD-46, “Medical and Parental Leave.”
9. Grammatical and formatting updates made.

Remove the existing PD-91.

Insert the revised [PD-91](#).

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

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Attachments