

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
INTER-OFFICE COMMUNICATIONS

TO	<u>Personnel Policy Manual Holders</u>	DATE	<u>June 1, 2016</u>
FROM	<u>Patty Garcia</u> Director, Human Resources Division	SUBJECT	<u>June 2016</u> Personnel Manual Update

Please update your Personnel Manual as follows effective June 1, 2016.

SUBJECT INDEX:

Remove the existing Subject Index dated April 1, 2016.

Insert the revised [Subject Index](#) dated June 1, 2016.

NUMERICAL INDEX:

Remove the existing Numerical Index dated April 1, 2016.

Insert the revised [Numerical Index](#) dated June 1, 2016.

EXECUTIVE DIRECTIVE:

PD-26, “Nepotism” (rev. 6)

1. Revised definitions of Affinity, Marriage, Nepotism, and Relatives.
2. Added “conflict of interest, and appearances of impropriety” to the Discussion section.
3. Section II.B: Specified referenced time period as 90 calendar days.
4. Updated attachments for consistency with language in directive.
5. Grammatical and formatting updates were made.

Remove the existing PD-26.

Insert the revised [PD-26](#).

If you have any questions regarding this update or need assistance concerning your Personnel Manual, please contact Kristy Jeter at (936) 437-4049 (Email User ID KJE3473).

PG: clh

Attachments