

**AUGUST 2015 PERSONNEL MANUAL UPDATE  
SUMMARY OF CHANGES**

**EXECUTIVE DIRECTIVES:**

**PD-01, “Human Resources Policies and Procedures” (rev. 6)**

1. Revised definitions of Proponent and Staff Review.
2. Section I.A: Removed the requirements of a manual number and assignment record for Personnel Manuals.
3. Section II.A: Added “remaining” to describe human resources reviewing staff.
4. Grammatical and formatting updates were made.

**PD-15, “Religious Accommodation in the Workplace” (rev. 3)**

1. Authority: Added references to Texas Government Code.
2. Section II.B: Revised to include mail, first class and truck, for routing of original PERS 539, Request for a Religious Accommodation, to the religious accommodation coordinator, with a copy maintained in the employee’s miscellaneous section of the unit or department file.
3. Section III.A: Revised to remove language referring to the person in charge of a religious institution; added language to specify calendar days in reference to time frames for requests for information.
4. Attachment A, PERS 539, Request for a Religious Accommodation:
5. Revised question 2 to read, “If you observe or participate in religious practices at an institution, such as a church, synagogue, or mosque, provide the name, address, phone number, and name of the person in charge at the institution.
6. Revised question 3 to allow for attachment of any available documentation.
7. Grammatical and formatting updates were made.

**PD-27, “Employment Status Pending Resolution of Criminal Charges or Protective Orders” (rev. 6)**

1. Authority: Added Texas Government Code § 493.001.
2. Policy Statement has been revised.
3. Added definitions for Administrative Supervision and Technical Supervision.
4. Revised definitions of Conviction, Criminal Charge, Dual Supervised Employee, Reprimanding Authority, and Workday.
5. Changed “Labor Relations Section” to “Employee Relations” throughout the directive.
6. Section I.A: Added language where appropriate noting that an employee shall be subject to disciplinary action if the employee fails to report an outstanding warrant of arrest or if the employee’s actions related to an outstanding warrant of arrest violates an employee general rule of conduct.
7. Section I.A.2: Added reference to the *Prison Rape Elimination Act*.

8. Section II: Extensive reorganization regarding outstanding warrants of arrest for alleged misdemeanor offenses.
9. Section II.B: Revised reference from “six months” to “180 days” in all applicable locations; and revised annual background check to be done semi-annually, on the employee’s birthday and once 180 days later.
10. Section II.B.1.a(1): Revised to read if an active warrant is found during the semi-annual background check, the employee will be provided a PERS 548 advising the employee that the employee is being immediately placed on leave status.
11. Section II.B.1.a(3): Added language that during the interim, pending resolution of the warrant, the employee shall be placed on involuntary use of compensatory and holiday time. The employee may elect to use vacation and overtime or to be placed on LWOP-Other until the warrant is resolved, or until the end of the 30 calendar day period, whichever comes first.
12. Section II.B.1.b: Added language allowing human resources representatives to provide a copy of the PERS 548 to Employee Relations without the employee’s signature if the employee is unavailable to sign.
13. Section II.D: Added language that if an employee reports an outstanding warrant of arrest relating to a felony offense, the supervisor shall notify Employee Relations, who shall notify the Office of the Inspector General.
14. Section III.B.1: Added language allowing an adult family member, local law enforcement, or legal representative to report an arrest or charge in the event the employee is unable to personally report the action.
15. Section III.B.3.b and C.2.d: Added references to the HR\_ARREST e-form and procedures for its use.
16. Section III.C.1: Added language to reflect the review of an employee arrest or charge that shall be conducted to determine if a disciplinary hearing is warranted.
17. Section III.C.2.b: Added language to clarify the approval process for an employee’s return to work if the employee’s position is a dual supervision position.
18. Section III.C.4: Clarified procedures regarding suspension without pay pending the resolution of criminal charges.
19. Section III.D: Revised to clarify prehearing investigation procedures.
20. Section IV: Revised procedures relating to protective orders prohibiting the use or possession of firearms, to include the addition of language to explain the procedures to follow when a law enforcement agency or other individual reports a protective order against an employee.
21. Section IV.C: Added language for procedures to follow if an employee is unavailable to sign the PERS 462 to return to work. Included the division director in the process of determining whether the protective order prohibits an employee from using or possessing a firearm, and the approval process for returning to work.
22. Attachment A: Added the minor traffic violation of Violate Promise to Appear.
23. Attachment B: Revised to replace an employee’s social security number with the employee’s month/day of birth and added options concerning levels of criminal charges; added “Nature of the alleged offense” and included the division director or designee in the approval process for returning to work.

24. Attachment C: Revised to replace an employee's social security number with the employee's month/day of birth; added language for clarity regarding the maximum period of suspension without pay; and included the warden, parole section director, or designee in the approval process for returning to work.
25. Attachment D: Added new form, PERS 617, Expiration of Suspension Without Pay Notification.
26. Attachment E: Changed the "Birthdate" field to "Month/Day of Birth" for consistency with other forms and included the division director or designee in the approval process for returning to work.
27. Grammatical and formatting updates were made.

**PD-53, "Employee Awards and Recognition" (rev. 7)**

1. Authority: Deleted American Correctional Association Standard 4-4093.
2. Section I.A.I: Revised to include employee recognition for 50 and 55 years of state service.
3. Section III.A.2.b: Added the United States Department of Education (USDE) as a verification source for the accreditation of colleges and universities.
4. Section III.A.4: Added the appropriate division director to the approval process for Administrative Leave for Outstanding Performance (ALOP)-Continuing Education.
5. Section III.B.2.b: Added language that a supervisor shall submit a decision memorandum through the supervisor's chain of management to the appropriate division director when nominating an employee for ALOP-Other.
6. Section III.B.2.c: Revised the guidelines to the approval process for ALOP-Other.
7. Attachment A, PERS 510, Request for ALOP-Continuing Education: Added the USDE as a verification source for the accreditation of colleges and universities, and included the website address.
8. Grammatical and formatting updates were made.