

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

INTER-OFFICE COMMUNICATIONS

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

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

NUMERICAL INDEX:

Remove the existing Numerical Index dated October 1, 2014.

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

EXECUTIVE DIRECTIVES:

PD-07, “Employee Exit Interviews” (rev. 4)

1. Section I.B: Revised language to clarify an employee may elect to complete the exit survey, participate in the person-to-person interview, or both.
2. Section II.A.1.g: Revised to state that exit interview documents are mailed on “the same day” and not “immediately after” the Unique ID is generated.
3. Attachment B: Revised directions for completing the exit survey for conformity with the State Auditor’s Office website.
4. Grammatical and formatting updates made.

Remove the existing PD-07.

Insert the revised [PD-07](#).

PD-13, “Sexual Harassment and Discourteous Conduct of a Sexual Nature” (rev. 6)

1. Removed language found in various PERS forms throughout the directive in order to reduce redundancy.
2. Replaced “director” title with “manager” of Employee Relations throughout directive.
3. Policy: Revised the policy statement to be consistent with practice.
4. Added definitions for Complainant, Equal Employment Opportunity Designated Agency Official (EEO-DAO), Pre-Service Training Academy, and Trainee.
5. Revised definitions for Discourteous Conduct of a Sexual Nature, Discrimination, Equal Employment Opportunity Commission (EEOC), Equal Employment Opportunity (EEO) Rule Violation, Hostile Work Environment, Other Individual, Reprimanding Authority, and Retaliation.
6. Deleted the definition for Internal EEO Section.
7. Discussion, Section I.A-D: Revised language for clarity.
8. Discussion, Section II.A.1: Revised the description of prohibited retaliation and revised the

examples that constitute adverse actions and retaliation.

9. Discussion, Section II.B: Revised employee prohibitions related to providing false information.
10. Discussion, Section III: Revised language defining employee responsibility for familiarity with the directive; revised the address of the TDCJ website; and added that the directive shall be available from the employee's human resources representative.
11. Procedures, Section I.A.1: Revised to include that employees or other individuals are encouraged to promptly report matters, to include those who have been subjected to, made aware of, or have witnessed prohibited conduct.
12. Section I.A.1.d: Clarified the list of sources where employees may obtain phone numbers for Employee Relations Intake.
13. Section I.B.1 and 3: Revised for consistency with language regarding alleged conduct.
14. Section I.B.5: Revised by changing "employee" to "individual."
15. Section II.A.2: Further defined the intake officer's responsibilities after referring a complaint for investigation.
16. Section II.C.1.c: Revised to include conditions necessary for an EEO investigation.
17. Section II.C.1.d: Revised to include that an EEO investigation be conducted as directed by the manager of Employee Relations.
18. Section II.C.2.a(1): Included instructions for the EEO investigator to complete Sections I and III of the PERS 325-EEO.
19. Section II.C.2.a(2): Revised to simplify the interview instructions for the investigative process.
20. Section II.C.2.b(1)-(3): Included instructions for the Employee Relations section director or designee to review the investigation, revise, if necessary, complete Section IV of the PERS 325-EEO, and submit the investigation to the manager of Employee Relations or designee.
21. Section II.C.2.c(1)-(2): Included instructions for the manager of Employee Relations or designee to review the investigation, revise, if necessary, and complete Section V of the PERS 325-EEO.
22. Section II.C.2.c(3): Clarified the discretion of the Office of the General Counsel in reviewing the PERS 325-EEO.
23. Section II.D and E: Revised to include the EEO-DAO, pre-service training academy director, or designee in the routing process.
24. Section III: Revised complaint type for clarification.
25. Section III.A: Replaced "internal EEO Section" with "Employee Relations Intake."
26. Attachment A, PERS 497, EEO Complaint Form: Added "slurs and hostile epithets" and "discourteous conduct of a sexual nature" to the list of discriminatory complaints; revised to describe specific discriminatory complaint.
27. Attachment B, PERS 408, Notification of EEO Investigation and Interim Remedial Actions: Added "slurs and hostile epithets" to the list of discriminatory complaints; revised description of Retaliation.
28. Attachment C, PERS 325-EEO, EEO Prehearing Investigation Report: Revised form in accordance with the form changes in PD-22, "General Rules of Conduct and Disciplinary Action Guidelines for Employees;" and changed "SSN" to "Month/Day of Birth."
29. Grammatical and formatting updates were made.

Remove the existing PD-13.

Insert the revised [PD-13](#).

PD-31, “Discrimination in the Workplace” (rev. 7)

1. Throughout the directive, language found in various PERS forms was removed to reduce redundancy.
2. Replaced “director” title with “manager” of Employee Relations.
3. Policy: Revised the policy statement to be consistent with practice.
4. Added definitions for Complainant, Equal Employment Opportunity Designated Agency Official (EEO-DAO), Pre-Service Training Academy, and Trainee.
5. Revised definitions for Discrimination, Employee, Equal Employment Opportunity Commission (EEOC), Equal Employment Opportunity (EEO) Rule Violation, Harassment, Hostile Work Environment, Other Individual, Reprimanding Authority, Respondent, and Retaliation.
6. Deleted the definition for Internal EEO Section.
7. Discussion, Section I.A: Revised language consistent with current policy, and added retaliation, as defined by this directive.
8. Discussion, Section I.B: Revised to include “subjected to discourteous conduct of a sexual nature.”
9. Discussion, Section I.C: Replaced “has concerns or dissatisfaction” with “wishes to file a complaint.”
10. Discussion, Section II.A.1: Condensed to state the TDCJ prohibits retaliation, and deleted note regarding what constitutes retaliation.
11. Discussion, Section II.B: Revised employee prohibitions related to providing false information, and consequences of filing an unjust complaint.
12. Discussion, Section III: Added language defining employee responsibility for familiarity with the directive.
13. Discussion, Section IV: Added a statement regarding training requirements.
14. Procedures, Section I.A.1: Revised to include that employees or other individuals are encouraged to promptly report matters, to include those who have been subjected to, made aware of, or have witnessed prohibited conduct.
15. Section I.A.1.d: Clarified the list of sources where employees may obtain phone numbers for Employee Relations Intake.
16. Section I.B.1 and 3: Revised for consistency with language regarding alleged conduct.
17. Section I.B.5: Revised by changing “employee” to “individual.”
18. Section II.A.2: Further defined the intake officer’s responsibilities after referring a complaint for investigation.
19. Section II.C.1.c: Revised to include conditions necessary for an EEO investigation.
20. Section II.C.1.d: Revised to include that an EEO investigation be conducted as directed by the manager of Employee Relations.
21. Section II.C.2.a(1): Instructions added for the EEO investigator to complete Sections I and III of the PERS 325-EEO, EEO Prehearing Investigation Report.

22. Section II.C.2.a(2): Revised to simplify the interview instructions for the investigative process.
23. Section II.C.2.b(1)-(3): Included instructions for the Employee Relations section director or designee to review the investigation, revise, if necessary, and complete Section IV of the PERS 325-EEO.
24. Section II.C.2.c(1)-(2): Instructions included for the manager of Employee Relations to review the investigation, revise, if necessary, and complete Section V of the PERS 325-EEO.
25. Section II.C.2.c(3): Clarified the discretion of the Office of the General Counsel in reviewing the PERS 325-EEO.
26. Section II.D and E: Revised to include the EEO-DAO, pre-service training academy director, or designee in the routing process.
27. Section III: Revised complaint type for clarification.
28. Section III.A: Replaced “the internal EEO Section” with “Employee Relations Intake.”
29. Attachment A, PERS 497, EEO Complaint Form: Added “slurs and hostile epithets” and “discourteous conduct of a sexual nature” to the list of discriminatory complaints; revised to describe specific discriminatory complaint.
30. Attachment B, PERS 408, Notification of EEO Investigation and Interim Remedial Actions: Added “slurs and hostile epithets” to the list of discriminatory complaints; revised description of Retaliation.
31. Attachment C, PERS 325-EEO, EEO Prehearing Investigation Report: Revised form in accordance with the form changes in PD-22, “General Rules of Conduct and Disciplinary Action Guidelines for Employees,” and changed “SSN” to “Month/Day of Birth.”
32. Grammatical and formatting updates made.

Remove the existing PD-31.

Insert the revised [PD-31](#).

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).

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Attachments