TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PD-97 (rev. 6), "TRAINING AND STAFF DEVELOPMENT"
OCTOBER 1, 2007

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EXECUTIVE DIRECTIVE

SUBJECT: **TRAINING AND STAFF DEVELOPMENT**

AUTHORITY: Sections 493.007, 552.012 and 656.041-656.048, Texas Government Code; Sections 21.010 and 21.556, Texas Labor Code

Reference: American Correctional Association (ACA) Standards: 4-4081, 4-4082, 4-4087, 4-4088, 4-4093 and 4-4094

APPLICABILITY: Texas Department of Criminal Justice (TDCJ or Agency) employees and all contract employees who have been issued a TDCJ employee identification (ID) card and meet the definition for contract employee included within this directive.

EMPLOYMENT AT WILL CLAUSE:

These guidelines **do not** constitute an employment contract or a guarantee of continued employment. The Agency reserves the right to change the provisions of these guidelines at any time.

Nothing in these guidelines and procedures limits the Executive Director's authority to establish or revise human resources policy. These guidelines and procedures are adopted to guide the internal operations of the Agency and **do not** create any legally enforceable interest or limit the Executive Director's, Deputy Executive Director's or Division Directors' authority to terminate an employee at will.

POLICY:

The TDCJ may require employees to attend and satisfactorily complete training, staff development or educational programs, if the curriculum is related to the employee's duties or prospective duties. All training, staff development and educational programs provided by or through the TDCJ shall be offered to employees without regard to race, color, religion, sex (gender), national origin, age, disability, genetic information or Uniformed Services status (other than occasions when an employee on military leave is unable to be physically present to attend training). The TDCJ has zero tolerance for all forms of employment discrimination in training, staff development and educational programs provided by or through the TDCJ. No employee

shall be subjected to harassment or retaliation for opposing or reporting employment discrimination relating to such programs.

DEFINITIONS:

"Contract Employee," for the purpose of this directive, is an individual who has been issued a TDCJ Contract Employee ID card, is employed by a company under contract with TDCJ to provide services at TDCJ locations and whose duties are regularly scheduled for four (4) or more consecutive seven-day work periods.

> Excluded from this definition are: (1) professionals such as authorized consultants providing intermittent services for the Agency; (2) individuals working on facilities under contract with the Agency and that are distinctly separate from TDCJ facilities (e.g., private prisons, halfway house facilities); and (3) employees or contract employees of the Windham School District (WSD), including Project Re-Integration of Offenders (RIO), the University of Texas Medical Branch (UTMB) or the Texas Tech University Health Sciences Center (TTUHSC).
>
> WSD, UTMB and TTUHSC employees/contract employees are excluded from this definition because these employees/contract employees attend new employee orientation and annual employee training that provides training on policies and procedures prohibiting discrimination, including sexual harassment and other instruction similar to that provided through the TDCJ training programs. Therefore, WSD, UTMB and TTUHSC employees/contract employees are not required to participate in the TDCJ Orientation Session, Standard Employment Discrimination Training for TDCJ Contract Employees or Supplemental Standard Employment Discrimination Training.

"Curriculum" is a set of written course lesson plans constituting an area of specialization offered through the Agency's training and staff development programs; includes performance objectives that are expected to equip an employee with the skills to perform the employee's duties at a satisfactory level or above.

"Education" or "Educational Program" is a formal instructional process that focuses on the teaching of academic knowledge and skills. Activities in job-related educational programs are designed to enhance an employee's job knowledge and skills.

"Employee" is any person employed by the TDCJ in a full-time (minimum 40 hours per week) or part-time (minimum 20 hours per week) position on a non-contract or non-temporary basis.

"Equal Employment Opportunity (EEO) Rule Violation" is a violation of one (1) of the following TDCJ Employee General Rules of Conduct (as published and described in PD-22, Attachment A, Listing of Employee's General Rules of Conduct and Disciplinary Violations): (a) Rule 14b, Use of Slurs/Hostile Epithets; (b) Rule 21, Discrimination/Harassment against Persons of a Protected Class/Retaliation; (c) Rule 50, Discourteous Conduct of a Sexual Nature; and (d) Rule 53, Failure to Report Alleged Acts of Discrimination/Harassment against Persons of a Protected Class, Discourteous Conduct of a Sexual Nature or Retaliation.

"External Training," "Staff Development" or "Educational Program" is a training, staff development or educational program provided by sources outside the Agency.

"Human Resources Staff Development (HRSD) Program Area" is a program area within the Human Resources Division, Employee Services Section that is responsible for developing and conducting training on various topics relating to Human Resources, certain supervisory training and professional development.

"In-Service Training" is TDCJ division-specific training designated employees are required to attend every fiscal year to reinforce required job-related skills or knowledge.

"Instructor" or "Trainer" is a person who provides special knowledge, information or skills in a particular subject or field and (a) has completed a training for trainers course approved by the Agency; or (b) is able to demonstrate competence in determining training/staff development needs, curriculum design and evaluation of the training/staff development courses delivered.

"Internal Training," "Staff Development" or "Educational Program" is a training, staff development, or educational program developed or presented by the Agency.

"Lesson Plan" is a written form describing the material to be covered in a specific training/staff development session. Lesson plans shall clearly describe: (a) the material to be covered, including performance objectives; (b) the version or revision date of the content; (c) the duration of the session (in hours and minutes); (d) the author's (curriculum developer/designer's) name; (e) the target population (group intended to receive the training); (f) the instructor's name or the name of the training/area group; (g) the physical requirements of the training space for the session; and (h) a method of training evaluation to determine whether or not specific training/staff development objectives were met in the training/staff development session (e.g., session evaluation sheets, pre-tests and post-tests, comprehensive examinations, practical demonstrations and follow-up assessment of skill transfer to the job).

"Pre-Service Training" is TDCJ division-specific training that: (a) designated employees are required to attend prior to or following initial assignment; and (b) begins or takes place during the employee's first 60 calendar days of employment.

"Prospective Duties" are new duties an employee shall be required to perform in the employee's position.

"Staff Development" or "Staff Development Programs" is learning opportunities on various job-related topics provided by the Agency to employees. This involves a learning process usually focused on stimulating new ideas or clarification of attitudes and values. The goal of staff development programs is to prepare an employee for prospective duties and responsibilities that the employee shall be required to perform as current job duties change due to technological and legal developments or procedural improvements.

"Supervisor" is an employee who is responsible for directing and overseeing the work of another employee, completing the subordinate employee's performance evaluation, approving the subordinate employee's leave requests and performing other supervisory duties.

"Training" is formal instruction based on documented assessment of training needs delivered according to lesson plans for internal training or similar documentation for external training. Training may be instructor led, self-paced, technology (computer) based or delivered by other distance learning methods (e.g., video-conference). Such training is provided or accredited by the Agency in order to establish proficiency, increase work-related capabilities and competency or correct any deficiency in an employee's ability, skill or knowledge to do a particular job. For the purposes of this directive, instructional or informational topics discussed/addressed at meetings (e.g., staff meetings, shift turnout briefings, routine department safety awareness meetings, workshops or other such meeting topics) shall not be considered or documented as training.

DISCUSSION:

The Agency acknowledges the importance of providing employees the opportunity to participate in training, staff development and educational programs designed to improve job-related skills, work-related capabilities and competency, and to prepare the employee for changes in job duties resulting from technological and legal developments or procedural improvements. Department Heads, administrators, supervisors and training specialists are responsible for supporting training, staff development and educational programs offered by or through the Agency.

Supervisors are also responsible for reinforcing the knowledge and skills that employees may acquire through these opportunities. However, each employee is ultimately responsible for exhibiting a readiness to learn, applying knowledge and skills offered through training, staff development and education programs, and for the employee's own professional development.

PROCEDURES:

I. Employee Participation Eligibility and Approval

In order for an employee to be eligible to participate in training, staff development or an educational program offered by or through the Agency, the program shall be related to the employee's current or prospective duties and the employee shall meet required prerequisites.

A. External Training, Staff Development or Educational Programs

Participation in programs provided by the National Institute of Corrections (NIC) and all programs located outside the state shall be approved by the appropriate Division Director, the Agency's Budget Director, the Chief Financial Officer (CFO) and the Executive Director or designee.

Any other participation in external training, staff development and educational programs required or provided through the Agency shall be approved in accordance with the TDCJ Travel Guide.

B. Standard Employment Discrimination Training

An employee shall attend Standard Employment Discrimination Training provided by the Agency no later than 30 days after hire and every two (2) years of employment thereafter.

C. Other Internal Training, Staff Development or Educational Programs

An employee's participation in any other internal program shall be approved through the employee's appropriate chain-of-command.

II. Employee Obligations on Receiving Training and Educational Programs

A. An employee shall attend and satisfactorily complete any training, staff development or educational programs required by the Agency. Satisfactory completion of a program may include passing tests, practical application or adequately meeting other types of performance standards.

B. An employee shall attend all of a training class in order to receive credit for the course. Training credit or official certification of training received shall be withheld until the employee is authorized to make up or complete that portion of the training missed.

1. The training proponent shall determine whether make up or subsequent completion of the course may be authorized; some training courses may require the participant to take the course over again in its entirety from the beginning.

2. Attendance requirements shall be in addition to any other specified successful training completion criteria (e.g., tests, practical application). A participant may not "test out" of a course instead of attending and participating in that course.

3. If the course is registered in the TDCJ training database, an entry of "incomplete" shall be recorded in the database pending the employee's completion of the training.

III. Verification and Recording of Program Completion

The Human Resources Representative, instructor or training/staff development representative shall follow the appropriate procedures to ensure that an employee's participation in an internal or external training, staff development or educational program is properly recorded. Completion of training shall be recorded on the TDCJ training

database if the training is registered on the database, is a Governor's Center for management Development (GCMD) course or a NIC training program. If the training is not registered on the TDCJ training database and is not a GCMD course or a NIC training program, the employee shall provide a copy of the certificate, transcript or other official record to the Human Resources Representative for documentation on the TNG-99A, Employee Record of Informal Training (Attachment B to ED-12.10, "TDCJ Training Database").

A. External Training, Staff Development or Educational Programs

Upon completion of any external training, staff development or educational program provided by or through the Agency, an employee shall submit proof of the employee's satisfactory completion of a program (e.g., copies of certificates or transcripts) to the employee's Human Resources Representative or Training Section Director.

B. Internal Training, Staff Development or Educational Programs

The respective training proponent shall be responsible for verifying an employee's completion of any internal training, staff development or educational programs.

An instructor may not require or request an employee to provide the employee's complete social security number or any portion of the employee's social security number on a class roster or other similar document used to verify an employee's attendance at an internal training, staff development or educational program. An instructor may require or request an employee to provide the employee's month and date of birth (not year of birth) on such a class roster or other similar document.

IV. Use of Public Funds

The Agency may expend public funds as appropriate to:

A. Provide training and education for its administrators and employees related to their duties or prospective duties;

B. Pay for part or all of any necessary expenses incurred by an instructor, employee or other participant in an internal or external training, staff development or educational program (e.g., salary, travel and living expenses, training stipend and expense of training materials); and

C. Contract with another state, local or federal department, agency or institution, including a state-supported college or university, to:

1. Train or educate the Agency's administrators and employees; or

2. Join in presenting a training or educational program.

V. Training Schedules

Each division within the Agency that is responsible for conducting training courses registered on the TDCJ training database in accordance with ED-12.10, "TDCJ Training Database," shall ensure that schedules of such training courses, to include descriptions of the courses, are available to employees. Such schedules shall ensure employees are aware of opportunities to enhance professional development.

All training curriculum which addresses federal or state law requirements shall be submitted to the Office of the General Counsel (OGC) for review and approval at least 90 days prior to the date of the scheduled training.

VI. Specific Training/Staff Development Programs

Questions relating to employee participation in any training/staff development program not described within this directive shall be directed to the training or staff development proponent conducting or sponsoring the program.

A. Direct-Hire Session

1. Participation Requirements

a. An employee shall attend a Direct-Hire Session the first day of employment or reemployment. The Direct-Hire Session shall be incorporated into TDCJ division-specific pre-service training.

b. TDCJ contract employees do not attend a Direct-Hire Session.

2. Coordination

a. The HRSD program area shall develop the core curriculum and direct-hire packets.

b. The Human Resources Administrative Support Section, Human Resources Division, shall determine the following:

(1) The location of the Direct-Hire Session sites, other than division-specific pre-service training sites; and

(2) Whether the Direct-Hire Session shall be conducted by the Human Resources Representative for that site, the appropriate Regional Human Resources Coordinator or a

designee who has been trained by the Human Resources Regional Coordinator to conduct the session.

c. Human Resources Representatives shall:

(1) Be prepared to conduct the Direct-Hire Session if necessary; and

(2) Coordinate employee participation.

3. Topics

The Direct-Hire Session shall be conducted in accordance with the lesson plans provided by the HRSD program area. During the Direct-Hire Session, a newly hired or re-hired employee shall:

a. Receive and review the employee direct-hire packet;

b. Be informed about fraud prevention, detection and reporting;

c. Be informed about employee benefits;

d. Participate in Standard Employment Discrimination Training to include:

(1) Reviewing the Agency's policies and procedures prohibiting discrimination, including sexual harassment; and

(2) Viewing the *Executive Director's Statement on Sexual Harassment and EEO Training* video © 2006; and

e. View the *Advisory Council on Ethics Training* video © 2006.

4. Documentation of Participation

An employee who has attended the Direct-Hire Session shall sign the PERS 191, New Employee Document Receipt (Attachment A) verifying the employee has:

a. Received various documents included in the employee direct-hire packet;

b. Attended Standard Employment Discrimination Training, which included viewing the current *Executive Director's Statement on Sexual Harassment and EEO Training* video; and

c. Viewed the *Advisory Council on Ethics Training* video.

B. Orientation Session

Orientation Sessions are separate from Direct-Hire Sessions. Orientation Sessions promote understanding and utilization of TDCJ programs, policies and operations and foster positive perceptions of the Agency.

1. Participation Requirements

a. The Orientation Session shall be incorporated into TDCJ division-specific pre-service training. A TDCJ employee who does not attend TDCJ division-specific pre-service training shall participate in an Orientation Session within 30 calendar days of the date of employment or reemployment.

b. A TDCJ contract employee shall participate in an Orientation Session within 30 calendar days of the date the contract employee reports to the unit/department of assignment. The contract employee's supervisor shall immediately notify the unit/department Human Resources Representative when the contract employee reports to the unit/department.

c. Deviations from the required participation time frames due to mitigating circumstances (e.g., illness, military duty) shall be approved by the Warden/Department Head in writing, and the documentation shall be filed in the miscellaneous section of the employee's unit/department human resources file. The employee or TDCJ contract employee shall be immediately scheduled to attend an Orientation Session as soon as possible upon returning to work.

2. Coordination

Dependent upon the location of the Orientation Session site, either the Human Resources Representative or the Human Resources Regional Coordinator shall be responsible for the following:

a. Conducting the Orientation Session or ensuring the training is conducted by a designee appointed by the Warden/Department Head (e.g., compliance officer, training officer) who has been trained by the Human Resources Regional Coordinator to conduct the session;

b. Ensuring the Orientation Session is conducted according to guidelines established by the HRSD program area;

c. Coordinating participation by employees and TDCJ contract employees;

d. Ensuring participation by a TDCJ employee assigned to the unit/department is properly recorded on the TDCJ training database; and

e. Ensuring participation by a contract employee assigned to the unit/ department is properly recorded on the roster provided by the HRSD program area.

3. Topics

The Orientation Session shall consist of a minimum of eight (8) hours of instruction for employees and shall include the following general topics:

a. The Agency's mission and statutory duties;

b. Organization and functions of the statutory divisions within the Agency;

c. Health and safety information;

d. Security issues, including the Agency's prohibitions regarding relationships and sexual misconduct with offenders;

e. Other department-specific issues; and

f. Human Resources policies and related matters.

NOTE: The employee conducting the Orientation Session shall ensure TDCJ contract employees are excused prior to the presentation of Human Resources related matters.

4. Division/Department Specific Orientation

a. If the employee's position is a unit-assigned clerical or other unit-assigned support staff position that does not require attendance at the TDCJ Correctional Institutions Division's (CID's) Pre-Service Training Academy (PSTA), the employee shall attend a 40-hour Correctional Awareness class developed and conducted by the Correctional Training and Staff Development Department (CTSD) at a PSTA location. The class promotes security awareness and includes an overview of the correctional field. If attendance at a PSTA location is not feasible due to a conflict with the direct hire date or distance, the Warden shall ensure the employee attends the

class, or its equivalent, at one of the CID's in-service training locations.

b. An employee's division/department may provide additional orientation training or information in excess of the orientation training referenced within this directive. Each division/department shall be responsible for maintaining the materials used for such additional orientation training or information.

C. Standard Employment Discrimination Training for TDCJ Contract Employees

Human Resources Representatives shall ensure that a TDCJ contract employee who is assigned to the unit/department:

1. Views the *Executive Director's Statement on Sexual Harassment EEO Training* video within 30 calendar days of reporting to the unit/department; and

2. Completes the PERS 508, *Executive Director's Statement on Sexual Harassment and EEO Training* Video Standard Employment Discrimination Training Acknowledgment for TDCJ Contract Employees (Attachment B) after viewing the video.

NOTE: The video may be viewed and the form completed at the same time the TDCJ contract employee signs the Consultant/Contract Employee Confidentiality Agreement in accordance with PD-04, "Consultant/Contract Employee Information Confidentiality."

D. Supplemental Standard Employment Discrimination Training

The Human Resources Representative shall ensure all employees and all TDCJ contract employees who are assigned to the unit/department:

1. View the *Executive Director's Statement on Sexual Harassment and EEO Training* video at least every two (2) years in accordance with instructions provided by the HRSD program area; and

2. Complete the PERS 508-A, *Executive Director's Statement on Sexual Harassment and EEO Training* Supplemental Standard Employment Discrimination Training Acknowledgment (Attachment C) after viewing the video.

E. Compliance Employment Discrimination Training

The Texas Workforce Commission - Civil Rights Division (TWC-CRD) provides compliance employment discrimination training services to the Agency through an interagency contract.

1. An employee shall be required to attend and complete this training if the employee has been disciplined for a violation of an EEO Rule Violation.

2. Other employees may be required to attend and complete this training as deemed appropriate by the Director of Employee Relations and approved by the Human Resources Director.

3. The HRSD program area shall coordinate training attendance through written notification to the Warden/Department Head and Human Resources Representative no less than 30 calendar days prior to the class date. The HRSD program area shall record completion of this training for all participants in the TDCJ training database.

4. The Warden/Department Head shall inform the employee of the date and time to attend the Compliance Employment Discrimination Training. If the location of the training is outside the local area of an employee's assigned duty station, the time the employee is required to travel to and from the training shall be reported as time worked. Eligible travel expenses shall be reported in accordance with state travel regulations and Agency policies.

F. Phase I Supervisory Training

1. Sergeants Academy

a. Wardens' Responsibilities/Participation Requirements

Wardens shall ensure that a newly promoted Sergeant of Correctional Officers, Food Service Manager (FSM) III or Laundry Manager (LM) III attends the Sergeants Academy prior to being assigned to a shift. The Human Resources Topics for Supervisors (HRTS) training course and the Principles of Supervision (POS) training course shall be incorporated into the Sergeants Academy. Between the Sergeant's effective date of selection and attendance at the Sergeants Academy, the Sergeant shall perform non-supervisory functions designed by the unit.

Upon completion of the Sergeants Academy, the Warden or designee shall assign the Sergeant, FSM III or LM III to supervise a specific shift. The Warden or designee shall complete the PERS 483, Shift Assignment Form (Attachment D) verifying the date of

assignment. The Warden or designee and the employee shall sign the form.

b. Instructor's Responsibilities

The instructor shall ensure that an employee's completion of the Sergeants Academy is recorded on the TDCJ training database.

2. HRTS Training Course

All newly selected supervisors other than a newly selected Sergeant, FSM III or LM III attending the Sergeants Academy shall attend a HRTS training course within 180 calendar days of the selection effective date, unless they have previously attended such training. The monthly PAYTRN18 report produced by the TDCJ training database identifies all such supervisors and the number of days remaining within the 180-calendar day period to meet this requirement.

a. Human Resources Representatives' Responsibilities

The Human Resources Representative shall:

(1) Print the monthly PAYTRN18 report and provide the report to the Warden/Department Head; and

(2) At the direction of the Warden/Department Head, enroll an employee in the HRTS training course via the TDCJ training database.

b. Wardens'/Department Heads' Responsibilities

Wardens/Department Heads shall use the monthly PAYTRN18 report to ensure such newly hired, rehired or promoted supervisors attend a HRTS training course within 180 calendar days of hire or promotion, unless they have previously attended such training. In addition, Wardens/Department Heads shall ensure other supervisors attend as needed (e.g., an employee who was promoted to a supervisory position prior to implementation of the HRTS requirement).

c. Certification of Instructors

The Human Resources Director and the Employee Services Section Director or designee shall certify instructors for the HRTS course and ensure that only certified instructors teach the HRTS course.

d. Instructor's Responsibilities

The instructor shall ensure a supervisor's completion of the HRTS training course is recorded in the TDCJ training database, unless the supervisor is a Sergeant, FSM III or LM III attending the Sergeants Academy. (When completion of the Sergeants Academy is recorded, the training database automatically indicates the Sergeant, FSM III or LM III met the HRTS training requirement.)

3. POS for Food Service Managers, Laundry Managers and Unit Parole Supervisors

a. Participation Requirements

All newly selected Food Service Managers, Laundry Managers and Unit Parole Supervisors shall attend the POS training within 180 calendar days of the selection effective date, unless they have previously attended such training. The monthly PAYTRN18 report produced by the TDCJ training database identifies all such supervisors and the number of days remaining within the 180-calendar day period to meet this requirement.

b. Human Resources Representatives' Responsibilities

The Human Resources Representative shall:

(1) Print the monthly PAYTRN18 report and provide the report to the Warden/Department Head; and

(2) At the direction of the Warden/Department Head, enroll an employee in the POS training course via the TDCJ training database.

c. Wardens'/Parole Regional Director's Responsibilities

The Warden/Parole Regional Director shall use the monthly PAYTRN18 report to ensure such newly hired, rehired or promoted supervisors attend POS training within 180 calendar days of hire or promotion unless they have previously attended such training.

d. Instructor's Responsibilities

The POS training instructor shall ensure a supervisor's completion of the POS training is recorded on the TDCJ training database, unless the supervisor is a Sergeant, FSM III or LM III attending the Sergeants Academy. When completion of the Sergeants

Academy is recorded, the training database automatically indicates the Sergeant, FSM III or LM III met the POS training requirement.

e. Certification of Instructors

The CTSD and the Parole Division Staff Development Department shall:

(1) Certify instructors for the POS course within the respective division; and

(2) Ensure that only such certified instructors teach the POS course within the respective division.

G. Phase II Supervisory Training

In order to further enhance management or leadership skills, mid to upper-level supervisors and managers may be nominated to attend other training sessions developed by or offered through the Agency, GCMD, NIC or other sources, that focus on effective supervisory and leadership skills and techniques.

H. GCMD Courses

The GCMD is a combined effort in state government to provide effective training courses for various levels of managers in Texas state agencies. A listing of the available courses may be obtained through the GCMD's website at www.utexas.edu/lbj/gcmd/. The GCMD offers programs in the following three (3) primary areas:

1. Management Development Program (MDP)

The MDP is directed at those in supervisory or management positions interested in developing basic knowledge, skills and abilities needed in Texas state agencies. The three and one half (3½) day course is highly interactive and participant-centered. Topics generally include leadership excellence, communication skills, managing conflict, coaching and team dynamics.

2. Excellence in Leadership Series (EIL)

The EIL consists of a series of intensive two-day courses for managers at all levels who are interested in developing and enhancing leadership skills and knowledge. A listing of the available courses may be obtained through the GCMD's website.

3. Senior Management Program (SMP)

The SMP consists of two (2) phases (a five-day session followed approximately six (6) weeks later by a three-day session), and is designed for managers with major program, project or people management responsibilities. Agency employees who report to any of the top three (3) levels of management may be eligible to participate in this program. Topics vary to meet changing needs of managers.

4. Request to Attend

a. To request that an employee attend a course offered by the GCMD, the supervisor requesting the training shall:

(1) Access the GCMD website to print the appropriate registration form;

(2) Complete the registration form (other than the voucher/ purchase order number); and

(3) Attach the completed registration form to a Decision Memorandum (DM) requesting approval for the employee to attend the training. In addition, if the supervisor does not have budget authority, then the DM shall be submitted to the appropriate budget authority for that unit/department.

b. After the DM has received budget approval at the unit/department level, the request shall be submitted to the appropriate Division Director, the Agency's Budget Director, the Deputy CFO and the CFO.

(1) When all approvals and a purchase order number have been obtained, a copy of the DM and the GCMD registration form shall be submitted to the HRSD program area for recording the employee's scheduled participation in the TDCJ training database. The HRSD program area shall be the coordinating point of contact with the GCMD.

(2) If the DM is not approved at any step of the approval process, the DM shall be returned to the original approving authority.

c. The GCMD directly notifies the employee of acceptance and provides the employee with advance materials for the employee's review.

5. Payment and Recording Completion of Course

   a. After a course has ended, the GCMD forwards an invoice to the participating employee for payment processing. The employee shall submit the invoice to the appropriate department/divisional authority for payment.

   b. The participating employee shall forward a copy of the completion certificate to the HRSD program area. Upon receipt of the certificate, the HRSD program area shall ensure an employee's completion of the course is entered into the TDCJ training database.

I. NIC Training Programs

The NIC, an agency under the U.S. Department of Justice, provides assistance to federal, state and local corrections agencies working with adult offenders. Participation in an NIC Training Program is usually recommended by an employee's Warden/Department Head or higher level of authority.

The NIC Academy Division coordinates most of the agency's training activities for individuals working in adult corrections. Training programs are offered on various topics such as correctional leadership, jail management, prison management, offender management and training for trainers. A listing of the available courses may be obtained through the NIC website at www.ncic.org, at the "Training" tab.

The training seminars are led by nationally known experts in corrections management and other fields (e.g., medical or mental health fields). Participants learn how to apply the latest techniques to accomplish objectives and also have the opportunity to develop beneficial networks with other professionals.

1. Request to Attend

   An employee requesting to attend a training program offered by the NIC Academy Division shall submit a request according to the following procedures:

   a. The employee shall access the NIC website at www.nicic.org/Downloads/PDF/TrainingForms/FormA.pdf, and print and complete the NIC Individual Application Form A. The nomination and endorsement section on the back of the application shall be left blank, and the application form shall be submitted through the employee's chain of command to the appropriate Regional Director, Manager (Salary Group B14 and C6 or above) or Department Head for approval.

b. If the application is approved by the Regional Director, Manager (Salary Group B14 and C6 or above) or Department Head, the original approving authority shall submit a DM to the appropriate Division Director, the Agency's Budget Director, the CFO and the Executive Director for approval. The application shall be attached to the DM.

(1) If the DM is approved, the Executive Director or designee shall complete the nomination and endorsement section of the application. The approved DM and application shall then be forwarded to the HRSD program area for submission to the NIC Academy. The HRSD program area shall notify the appropriate Regional Director, Manager (Salary Group B14 and C6 or above), Department Head or higher level of authority that the application has been submitted to the NIC Academy.

(2) If the DM is not approved at any step of the approval process, the DM shall be returned to the original approving authority.

2. Selection to Attend

Selection to attend an NIC course is made by the NIC staff, and the NIC staff directly notifies the employee whether the employee is accepted or not accepted. The NIC does not notify the Agency. Therefore, upon receipt of the notification, the employee shall inform the employee's supervisor of the acceptance or non-acceptance. The employee shall also provide the HRSD program area with either the scheduled dates of attendance or the notice of non-acceptance.

3. Recording Completion of Course

The participating employee shall forward a copy of the completion certificate to the HRSD program area. Upon receipt of the certificate, the HRSD program area shall ensure an employee's completion of the course is entered into the TDCJ training database.

J. Open Records Training

The Executive Director shall complete a course of training relating to public information laws. The Executive Director may designate the Agency's public information coordinator to satisfy this training requirement if the public information coordinator is primarily responsible for administering the responsibilities of the Public Information Act for the Agency. This training is available through the Office of the Texas Attorney General. The Human

Resources Director shall provide a certificate of course completion and record the completion of the training in the TDCJ training database.

Brad Livingston
Executive Director

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
New Employee Document Receipt

Last Name, First Name, MI	Social Security Number	Date of Employment

Instructions: Write your initials next to each document received.

My initials acknowledge receipt of the documents provided to me during my Direct Hire Session. I understand that it is my responsibility to read these documents, thereby being advised of their contents, and I do agree to abide by the stated laws, standards, rules and regulations in accordance with my employment with the Texas Department of Criminal Justice.

Every effort has been made to ensure that this Direct Hire Packet contains up-to-date policies, procedures and forms. However, because of the need to periodically alter such policies, procedures and forms there is no guarantee that all policies, procedures and forms contained herein are current. The Agency reserves the right to change its policies, procedures and forms at any time. The employee is urged to consult their Human Resources Representative to inquire about updates to such policies, procedures and forms.

_____ TDCJ Mission & Philosophy Statements and Hostage Statement (09/01) and PERS 153, Acknowledgment and Waiver (06/90)
_____ PD-28, "Dress and Grooming Standards" (11/05), Attachment A (11/05 reduced format)
_____ PERS 19, Notice of Prohibitions and Standards of Conduct (11/04)
_____ PERS 20, Property Accounting (09/02)
_____ Employee Identification Card and Commissary Service Option System Instructions (10/00)
_____ Information About Direct Deposit (09/04)
_____ PD-92, Attachment A - Direct Deposit Authorization and Instructions (08/04)
_____ ED 02.01 (rev. 2), "TDCJ Ethics Policy" (09/04 reduced format with attachment)
ED-02.02, "Fraud, Prevention, Detection and Reporting (01/06 reduced format)
_____ I have participated in the ethics training provided by the Agency, which included viewing the *Advisory Council on Ethics Training* video © 2006 (Implemented 02/15/07)
_____ Information Security Manual Effective January 12, 2006 (03/06 reduced format)
_____ The Employees Retirement System of Texas Summary Notice of Privacy Practices
_____ 2006-2007 HIV and Hepatitis Update (02/07)
_____ Workers' Compensation Coverage IOC (09/05)
_____ Notice to Employees Concerning Workers' Compensation in Texas in English and Spanish (10/05)
_____ Workers' Compensation Benefits for State Employees Brochure (08/24/05)
_____ Employee Assistance Program (09/05)
_____ PERS 382, Domestic Violence Definitions (05/97)
_____ PD-13, "Sexual Harassment and Discourteous Conduct of a Sexual Nature" (09/07 reduced format without attachment)
_____ Excerpt from PD-22, "General Rules of Conduct and Disciplinary Action Guidelines for Employees" (09/07)
_____ PD-30, "Employee Grievance Procedures" (09/07 reduced format without attachments)
_____ The Executive Director's letter on Equal Employment Opportunity and Sexual Harassment (01/07)
_____ I have attended Standard Employment Discrimination Training provided by the Agency, which included, viewing the *Executive Director's Statement on Sexual Harassment and EEO Training* video © 2006 (Implemented 12/01/06)

_____ _____
Employee Signature Date

NOTE TO EMPLOYEE: With few exceptions, you are entitled upon request: (1) to be informed about the information the Agency collects about you; and (2) under Sections 552.021 and 552.023 of the Government Code, to receive and review the collected information. Under Section 559.004 of the Government Code, you are also entitled to request, in accordance with the Agency's procedures, that incorrect information the Agency has collected about you be corrected.

Example

Texas Department of Criminal Justice

Executive Director's Statement on Sexual Harassment and EEO Training Video Standard Employment Discrimination Training Acknowledgment for TDCJ Contract Employees

Example

Contract Employee SSN:_____ **Unit/Department:**_____

Contract Employee Name: _____
(Please Print) Last First MI

I hereby acknowledge that on this date I attended the Standard Employment Discrimination Training provided by the TDCJ, which included viewing the training video *Executive Director's Statement on Sexual Harassment and EEO Training*.

_____ _____
Contract Employee Signature **Date** (mm/dd/yyyy)

Note to Contract Employee: With few exceptions, you are entitled upon request: (1) to be informed about the information the Agency collects about you; and (2) under Sections 552.021 and 552.023 of the Government Code, to receive and review the collected information. Under Section 559.004 of the Government Code, you are also entitled to request, in accordance with the Agency's procedures, that incorrect information the Agency has collected about you be corrected.

Distribution for Contract Employees:
Original - Separate Unit/Department File for Contract Employees; No Copies Required

Texas Department of Criminal Justice

Executive Director's Statement on Sexual Harassment and EEO Training Video

Supplemental Standard Employment Discrimination Training Acknowledgment

Example

Employee or
Contract Employee SSN:_____ **Unit/Department:** _____

Employee or
Contract Employee Name: _____
(Please Print) Last First MI

I hereby acknowledge that on this date I have attended the Supplemental Standard Employment Discrimination Training provided by the TDCJ, which included viewing the training video *Executive Director's Statement on Sexual Harassment and EEO Training*.

_____ _____
Employee/Contract Employee Signature **Date** (mm/dd/yyyy)

Note to Employee or Contract Employee: With few exceptions, you are entitled upon request: (1) to be informed about the information the Agency collects about you; and (2) under Sections 552.021 and 552.023 of the Government Code, to receive and review the collected information. Under Section 559.004 of the Government Code, you are also entitled to request, in accordance with the Agency's procedures, that incorrect information the Agency has collected about you be corrected.

Distribution for Employees:
Original - Employee's Master Human Resources File; No Copies Required

Distribution for Contract Employees:
Original - Separate Unit/Department File for Contract Employees; No Copies Required

Texas Department of Criminal Justice

SHIFT ASSIGNMENT FORM

Name: _____ Month/Date of Birth: _____
Please Print: First MI Last (mm/dd)

Unit of Assignment: _____ Position: _____

Date of Promotion: _____ (Attach a copy of Selection Notice)
(MM/DD/YYYY)

Date Completed Sergeants Academy: _____ (Add to Training Database)
(MM/DD/YYYY)

Date of Shift Assignment: _____
(MM/DD/YYYY)

Assigned Shift: First ☐ Second ☐ Third ☐

_____ _____
Warden Signature Date (MM/DD/YYYY)

_____ _____
Employee Signature Date (MM/DD/YYYY)

Note to Employee: With few exceptions, you are entitled upon request: (1) to be informed about the information the Agency collects about you; and (2) under Sections 552.021 and 552.023 of the Government Code, to receive and review the collected information. Under Section 559.004 of the Government Code, you are also entitled to request, in accordance with the Agency's procedures, that incorrect information the Agency has collected about you be corrected.

Distribution:
Original - Human Resources Representative's File
Copy - Sergeant