

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PERSONNEL MANUAL NUMERICAL INDEX – May 22, 2024**

EXECUTIVE DIRECTIVES

<u>Policy Number</u>	<u>Title</u>	<u>Effective or Revision Date</u>	<u>Program Area Phone Number</u>
PD-01	Human Resources Policies and Procedures	03-01-20	936-437-4049
PD-03	Employee ID Cards	06-01-19	936-437-4060
PD-04	Data Use and Non-Disclosure Agreement	03-01-22	936-437-4060
PD-07	Employee Exit Survey and Interview	02-01-21	936-437-4064
PD-10	Workforce Diversity	06-15-22	936-437-4088
PD-12	Equal Employment Opportunity	07-01-20	936-437-4240
PD-13	Sexual Harassment and Discourteous Conduct of a Sexual Nature	09-01-21	936-437-4240
PD-14	Americans with Disabilities Act and Employment of Persons with a Disability	02-01-21	936-437-3103
PD-15	Religious Accommodation in the Workplace	06-01-21	936-437-3103
PD-17	Drug-Free Workplace	08-01-18	936-437-3171
PD-20	Employee Assistance Program	11-01-15	936-437-3171
PD-22	General Rules of Conduct and Disciplinary Action Guidelines for Employees	11-01-21	936-437-3151
PD-23	Employee Political Activity and Participation in Labor Organizations	02-01-21	936-437-3151
PD-24	Administrative Separation	10-01-19	936-437-3151
PD-25	Reduction-in-Force Procedures	09-01-18	936-437-4060
PD-26	Nepotism	03-01-20	936-437-4060
PD-27	Employment Status Pending Resolution of Criminal Charges or Protective Orders	08-01-15	936-437-3151
PD-28	Dress and Grooming Standards	08-19-22	936-437-3151
PD-29	Sexual Misconduct with Inmates	09-01-21	936-437-3151
PD-30	Employee Grievance Procedures	06-24-22	936-437-4240
PD-31	Discrimination in the Workplace	09-01-21	936-437-4240
PD-32	Whistleblower Act	02-01-20	936-437-4240
PD-33	Trainee Management	01-01-17	936-437-4240
PD-35	Independent Dismissal Mediation and Dispute Resolution	03-01-20	936-437-4240
PD-37	Employee Commercial Drivers' Physical Examination and Alcohol/Drug Testing Programs	11-01-10	936-437-3171
PD-42	Line of Duty Deaths	10-01-19	936-437-3175
PD-44	Retirement Benefits	09-30-22	936-437-4160
PD-45	Workers' Compensation and Return to Work Program	01-01-21	936-437-4186
PD-46	Medical and Parental Leave	10-20-23	936-437-3175
PD-47	Benefit Replacement Pay	09-01-20	936-437-6258
PD-48	Unemployment Benefits	10-01-19	936-437-3103
PD-49	Leaves Other than Medical and Parental	11-01-21	936-437-4186
PD-50	Sick Leave Pool	07-01-21	936-437-4186

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PERSONNEL MANUAL NUMERICAL INDEX – May 22, 2024**

EXECUTIVE DIRECTIVES (Continued)

<u>Policy Number</u>	<u>Title</u>	<u>Effective or Revision Date</u>	<u>Program Area Phone Number</u>
<u>PD-51</u>	Family Leave Pool	01-01-22	936-437-4186
<u>PD-52</u>	Performance Evaluations	09-01-23	936-437-4065
<u>PD-53</u>	Employee Awards and Recognition	08-01-15	936-437-4125
<u>PD-54</u>	Recruitment Bonus Program	06-01-20	936-437-4060
<u>PD-55</u>	Human Resources Records and Files	09-01-18	936-437-4075
<u>PD-56</u>	Request for and Release of Employment Information or Documents	06-01-17	936-437-4075
<u>PD-57</u>	Employee Participation in Legal or Legislative Proceedings or Jury Services	08-01-20	936-437-3151
<u>PD-61</u>	Household Goods Move	08-01-21	936-437-6415
<u>PD-71</u>	Selection System Procedures	08-01-18	936-437-3119
<u>PD-72</u>	Employee Salary Administration	09-01-21	936-437-4060
<u>PD-73</u>	Selection Criteria for Correctional Officer Applicants	09-01-15	936-437-4042
<u>PD-75</u>	Applicants with Pending Criminal Charges or Prior Criminal Convictions	04-01-17	936-437-4060
<u>PD-76</u>	Employment and Reemployment of Members of the Uniformed Services	09-01-23	936-437-4060
<u>PD-79</u>	Employee Transfers, Reassignments, and Temporary Assignments	10-01-19	936-437-4043
<u>PD-80</u>	Outside Employment	10-01-18	936-437-4060
<u>PD-81</u>	Multiple Employments with the State	06-01-19	936-437-4060
<u>PD-84</u>	Reemployment and Selection of Retirees	04-08-22	936-437-4060
<u>PD-85</u>	Custodial Officer Certification, Hazardous Duty Pay, and Longevity Pay	07-01-11	936-437-4049
<u>PD-89</u>	Salary Equity Adjustments	05-01-24	936-437-4141
<u>PD-90</u>	Merit Salary Increases	05-01-24	936-437-4049
<u>PD-91</u>	Work Cycles and Compensable Hours of Work	04-01-14	936-437-6258
<u>PD-92</u>	Direct Deposit and Paycard Programs	05-23-22	936-437-6253
<u>PD-93</u>	Employee Classification	06-01-17	936-437-4239
<u>PD-94</u>	Teleworking	12-01-20	936-437-4136
<u>PD-97</u>	Training and Staff Development	06-01-17	936-437-4451