

JANUARY 31, 2024 PERSONNEL MANUAL UPDATE

SUMMARY OF REVISIONS

EXECUTIVE DIRECTIVE:

PD-44 (rev. 11), “Retirement Benefits”

- Extensively reformatted and reorganized.
- Updated Authority section.
- Definitions section: Added definition for “Lump Sum.”
- Section I: Added language concerning retirement groups and removed language concerning independent contractors, consultants, and other public retirement systems.
- Section I.B: Added language concerning hazardous duty position and LECOS contributions in accordance with SB 729.
- Section II: Defined and established guidelines for retirement groups.
- Section II.C: Added language stating that an employee will be removed from their previous retirement group upon withdrawal of their retirement account and will be placed in a new retirement group based on their return to state employment in accordance with SB 321.
- Section III: Established guidelines for retirement annuity based on retirement group. Removed language concerning earned interest on retirement accounts and refund or withdrawal of contributions upon separation of employment.
- Section IV: Revised guidelines for service credit and leave credit.
- Section V: Added language concerning lump sum deferral.
- Section VI: Revised title for Partial Lump Sum to Annuity Advancement and revised the guidelines.
- Section VII: Removed language concerning workplace accommodation request and denial to qualify for ERS disability retirement benefits.
- Section VIII: Revised language concerning guidelines for Retirement Annuity due to Qualifying Felony Conviction.
- Section X: Revised guidelines for separating employees concerning their retirement contributions.

- Section XI: Revised guidelines for employee responsibilities concerning retirement planning, estimates, and completion. Removed language concerning human resources representative responsibilities.
- Attachment A: Deleted and replaced with Section XI. Forms / Documents, which references PERS 428, Compensatory/Holiday Leave Accrual Options, and PERS 571, Lump Sum Deferral – TexasSaver 401(k) and 457 Plans.
- Edited for clarity and grammar.

PD-28 (rev. 8), “Dress and Grooming Standards”

- Updated authority section.
- Revised “uniformed correctional staff and other uniformed employees” to “uniformed security staff” throughout the policy.
- Definitions section: Removed definition for “common use area.” Revised definition for “well-groomed.”
- Section II.A.1: Removed conservative as a requirement.
- Section II.B: Added language to specify that hair shall be clean, combed, and neatly trimmed or arranged; to permit braids, locks, and twists; and to require that longer hair styles be pulled up and away from the face and pinned close to the sides, top, and back of the head. Removed language that specified the length of facial hair and that extreme precision shaves are prohibited.
- Section III.A: Removed language concerning dress code requirements for an employee who has incidental contact with the public.
- Deleted Attachment A, Uniformed Employee Grooming Standards, and Attachment B, Administrative, Non-Unit Female Employee Grooming Standards.
- Extensively reorganized and edited for clarity and grammar.