

Texas Department of Criminal Justice Request For Outside Employment

(Please type or print the requested information)

TDCJ EMPLOYEE INFORMATION

Name: _____ Month and Day of Birth: _____

Last First MI
(MM/DD)

TDCJ Job Title: _____ Salary Group and Rate: _____

TDCJ Regular Card Schedule and Hours: _____ Unit or Department: _____

OUTSIDE EMPLOYMENT INFORMATION

Check here if self-employed, and indicate the name and type of the business, such as Avon, Mary Kay, Amway, webpage designer, real estate broker: _____

Position Applied For: _____ Work Days and Hours: _____

Proposed Starting Date: _____ Estimated Work Hours Monthly: _____

Employer or Company Name: _____ Company Address: _____

Supervisor's or Company Contact's Name: _____

Supervisor's or Contact's Title: _____ Supervisor's or Contact's Business Phone: _____

Supervisor's or Contact's Business Address: _____

CERTIFICATION
 Outside employment shall not begin until approved in accordance with PD-80, "Outside Employment." My primary employer is the Texas Department of Criminal Justice (TDCJ) and my outside employment shall not interfere with the performance of my duties at the TDCJ. If this request is approved and my current TDCJ or outside employment changes, this approval is no longer valid and a new request shall be submitted as required.

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 TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

Salary Groups A20/B22 and Below: Approved Disapproved Comments: Written explanation required if request is disapproved.

Warden or Department Head Signature _____ Date (MM/DD/YYYY) _____

Salary Groups B23 and Above Exempt Positions as Listed in the *General Appropriations Act*, Excluding Executive Director:

Approved Disapproved Comments: Written explanation required if request is disapproved.

Executive Director, Deputy Executive Director, or Division Director Signature _____ Date (MM/DD/YYYY) _____

Office of the Inspector General (OIG) Employees: Approved Disapproved

Comments: Written explanation required if request is disapproved.

Inspector General _____ Date (MM/DD/YYYY) _____

INSTRUCTIONS

A. SALARY GROUPS A20/B22 AND BELOW, INCLUDING EXEMPT POSITIONS WITHIN THIS RANGE:

Requesting Employee:

Submit request to warden or department head for approval.

Warden or Department Head:

Upon approval or disapproval, forward the original PERS 398 to the requesting employee's human resources representative.

Human Resources Representative:

1. Distribute the original PERS 398 to Employee Services for scanning into the requesting employee's master human resources file;
 2. Maintain a copy in the requesting employee's unit or department human resources file, Employment section; and
 3. Provide copies to the requesting employee and the employee's supervisor.
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B. SALARY GROUPS B23 AND ABOVE EXEMPT POSITIONS, EXCLUDING EXECUTIVE DIRECTOR:

Requesting Employee:

Submit request to executive director for positions reporting directly to the executive director, deputy executive director, or a division director for approval.

Approved Request:

Executive Director:

Forward the original PERS 398 to the human resources director.

Human Resources Director:

1. Distribute the original PERS 398 to Employee Services for scanning into the requesting employee's master human resources file; and
2. Provide a copy to the requesting employee's human resources representative.

Human Resources Representative:

1. Maintain a copy in the requesting employee's unit or department human resources file, Employment section; and
2. Provide copies to the requesting employee and the employee's supervisor.

Disapproved Request:

Executive Director:

Forward the original PERS 398 to the requesting employee's human resources representative.

Human Resources Representative:

1. Distribute the original PERS 398 to Employee Services for scanning into the requesting employee's master human resources file;
 2. Maintain a copy in the requesting employee's unit or department human resources file, Employment section; and
 3. Provide copies to the requesting employee and the employee's supervisor.
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C. OIG EMPLOYEES:

Requesting Employee:

Submit request to the inspector general for approval.

Inspector General:

Upon approval or disapproval, forward the original PERS 398 to the requesting employee's OIG human resources representative.

Human Resources Representative:

1. Distribute the original PERS 398 to Employee Services for scanning into the requesting employee's master human resources file;
2. Maintain a copy in the requesting employee's department human resources file; and
3. Provide copies to the requesting employee and the employee's supervisor.