



**SECONDARY EMPLOYER APPROVALS**

**Supervisor Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** (\_\_\_\_) \_\_\_\_\_  
area code

**Email Address:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** (mm/dd/yyyy)

**Human Resources Representative:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** (\_\_\_\_) \_\_\_\_\_  
area code

**Email Address:** \_\_\_\_\_

**Human Resources Representative Signature:** \_\_\_\_\_

**Date:** (mm/dd/yyyy)

**TDCJ APPROVALS**

**Warden or Department Head** Recommend:  Approval  Disapproval

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
**Warden or Department Head Printed Name**

\_\_\_\_\_  
**Warden or Department Head Signature**

**Date:** (mm/dd/yyyy)

**Division Director** Conflict of interest between the two jobs?  Yes  No

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
**Division Director or Designee Printed Name**

\_\_\_\_\_  
**Division Director or Designee Signature**

**Date:** (mm/dd/yyyy)

**Human Resources Director** Recommend:  Approval  Disapproval

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
**Human Resources Director or Designee Printed Name**

\_\_\_\_\_  
**Human Resources Director or Designee Signature**

**Date:** (mm/dd/yyyy)

## INSTRUCTIONS

**A. Requesting Employee:**

Submit request to warden or department head for approval.

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**B. Warden or Department Head:**

Forward the original PERS 407 to the appropriate division director.

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**C. Appropriate Division Director:**

**No Conflict of Interest Determined:**

Forward original to the human resources director.

**Conflict of Interest Determined:**

1. Forward original with written explanation to Employee Services for scanning into the employee's master human resources file; and
  2. Provide a copy to the employee's human resources representative.
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**D. Human Resources Director:**

**Approved Request:**

1. Provide the employee's human resources representative with two copies of the approved request;
2. Provide the employee with a copy of the approved PERS 407; and
3. Forward the original PERS 407 to Employee Services for scanning into the employee's master human resources file.

**Disapproved Request:**

1. Return a copy of the PERS 407 to the employee's human resources representative with a written explanation for the disapproval; and
  2. Forward the original PERS 407 and explanation to Employee Services for scanning into the employee's master human resources file.
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**E. Human Resources Representative:**

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