

Texas Department of Criminal Justice

PERS 496

Interim Remedial Actions

Employee Information

Printed Name		Month/Day of Birth	
Payroll Title	Unit/Department	<input type="checkbox"/> Complainant	<input type="checkbox"/> Respondent

Warden or Department Head and EEO Investigator Information

Printed Name:	Job Title:
EEO Investigator Printed Name:	Job Title:

Section I: Interim Remedial Actions

The following interim remedial actions (IRA) are being implemented to protect all parties involved during the investigation. It is important to note that these actions do not imply any determination regarding the allegations against the respondent. In consultation with Human Resources Workplace Resolution, it has been determined that it is in the best interest of TDCJ and all parties involved to proceed with one of the following actions (please check one):

- DO NOT SEPARATE OR CHANGE THE CHAIN OF SUPERVISION**
The complainant and respondent will remain in their current work location and line of supervision.
Justification:
- DO NOT SEPARATE, BUT CHANGE THE CHAIN OF SUPERVISION**
The complainant and respondent will remain in their current work location, but their line of supervision will be altered.
Respondent shall report to:
Justification:
- SEPARATE THE COMPLAINANT AND THE RESPONDENT WITHIN THEIR WORK LOCATION**
If this involves a change to the complainant's shift, work assignment, or location, please provide a justification for such action. This action must be approved by the HR Support Manager or designee before this form is provided to either party.
Action Details:

Justification:
- OTHER INTERIM REMEDIAL ACTION**
Please specify any other remedial action being taken:
Justification:

Employee	Signature	Date
Warden or Department Head	Signature	Date

Section II: 30-Day Extension

A 30-day extension has been requested and approved for your ongoing EEO investigation. The extension was requested to ensure a thorough and comprehensive review of all relevant information. We appreciate your patience and cooperation as we work to complete this process. If you have any questions or concerns, please contact Workplace Resolution Intake.

EEO Case Number:	Current Due Date:	New Due Date:
Justification:		

EEO Investigator	Signature	Date
Casey Hyde Workplace Resolution Manager	Signature	Date
Mary Babcock Human Resources Director	Signature	Date

Routing for IRA: Refer to PD-21 Procedures Section I.C.1.c. or II.A.
Routing for EEO Extension: Refer to PD-21 Procedures Section II.B.