

**JANUARY 2021 PERSONNEL MANUAL UPDATE  
SUMMARY OF REVISIONS**

**EXECUTIVE DIRECTIVES:**

**PD-13, “Sexual Harassment and Discourteous Conduct of a Sexual Nature” (rev. 8)**

- Revised Employment at Will Clause.
- Revised definitions of Discourteous Conduct of a Sexual Nature, Other Individual, Pre-Service Training Academy, and Retaliation.
- Procedures, Section I.B.3: Revised language for the responsibilities of a supervisor, warden, or department head on reporting allegations.
- Procedures, Section II.E: Added language that it is mandatory to view the EEO *Disciplinary Compliance* training video within seven days of the disciplinary hearing if the respondent is found guilty of an EEO rule violation.
- Attachment A, PERS 497: Revised form to include complainant’s email address and replaced social security number with Payee ID number.
- Attachment B, PERS 408: Revised the statement about limiting communications with the complainant or respondent until the fact-finding inquiry is complete, to include social media, text, or other means of electronic communication.
- Grammatical and formatting updates were made.

**PD-45, “Workers’ Compensation and Return to Work Program” (rev. 5)**

- Overall: Replaced all references of “injury” with “injury or illness” and changed all instances of “CID nurse” with “infection control nurse” or “ICN” throughout the directive.
- Revised Employment at Will Clause and Policy statement.
- Added definitions for Spouse and Working Retiree; revised definitions of Employee, Health Care Provider (as required by HB 387, 86th Legislature), and Release to Return to Work; and deleted Medical Fact.
- Section III.A.5.b: Included email as an option for employees to submit the DWC Form-73 or HCPS to the human resources representative.
- Section III.A.6: Revised title from “Permanent Mental or Physical Restrictions” to “Mental or Physical Restrictions”.
- Section III.A.7: Included email as an option for employees to submit the release to return to work and other required documentation.
- Section III.C.2.c: Language added for the Workers’ Compensation Primary First report (WORK\_COMP).
- Section IV.C.6: Language added for the Workers’ Compensation change in status (WORK\_SUPP).
- Attachment A, PERS 305: Replaced Social Security Number with Payee ID.
- Attachment C, PERS 298: Revised contents to reflect new Workers’ Compensation Network Provider CareWorks.
- Attachment C, PERS 298-1: Revised Leave section by deleting the option of being placed in LWOP status after returning from a work-related injury or illness; revised Extended Sick Leave, Sick Leave Pool, and Donated Sick Leave eligibility and requirements; added language for short- or long-term disability benefits; and revised the fraud penalty.

- Attachment C, C-80 Election Combinations: Revised impact of elections.
- Attachment C, PERS 298-2, 298-3, and 298-4: Revised distribution.
- Attachment C, PERS 298-3: Added instructions for employee's election regarding utilization of sick and annual leave.
- Attachment C, PERS 607: Revised to reflect new Workers' Compensation Network Provider CareWorks.
- Attachment D, PERS 299-2: Removed offender and all other witnesses section from the form and revised distribution.
- Attachment D, PERS 299-3: Added a checkbox to the list of reasons for a change in status, to include "Exhausted Donated Sick Leave" and revised distribution.
- Attachment E, Return to Work Program Pooled Areas: Removed Sugar Land from Houston area.
- Grammatical and formatting updates made.