

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

INTER-OFFICE COMMUNICATIONS

TO	<u>Personnel Policy Manual Holders</u>	DATE	<u>February 1, 2021</u>
FROM	<u>Patty Garcia</u> Director, Human Resources Division	SUBJECT	<u>February 2021</u> Personnel Manual Update

Please update your Personnel Manual as follows effective February 1, 2021.

NUMERICAL INDEX:

Remove the existing Numerical Index dated January 1, 2021.

Insert the revised [Numerical Index](#) dated February 1, 2021.

SUBJECT INDEX:

Remove the existing Subject Index dated December 1, 2020.

Insert the revised [Subject Index](#) dated February 1, 2021.

EXECUTIVE DIRECTIVES:

PD-07 (rev. 5), “Employee Exit Survey and Interview”

- Revised the policy title.
- Revised Policy statement and Employment at Will Clause.
- Throughout the directive, reference to the “person-to-person exit interview” was replaced with “exit interview” and food service managers and laundry managers were added to the list of positions that are offered the opportunity to participate in the exit interview.
- Section I.A: Revised the State Auditor’s Office website address.
- Section II.A: Added language providing instructions for when a separation reason code changes after generating a Unique ID.
- Section II.A.1.e: Replaced Administrative Support Section with Field Operations Section.
- Section II.A.2: Added instructions for the human resources representative to offer the employee an opportunity to complete the survey online before leaving the TDCJ.
- Section III: Revised section title to include food service managers and laundry managers.
- Attachment B: Revised the State Auditor’s Office website address.
- Grammatical and formatting updates were made.

If you have any questions, please contact Lisa McGilberry, Manager II, Field Operations, at (936) 437-4064.

Remove the existing PD-07.

Insert the revised [PD-07](#).

PD-14 (rev. 7), “Americans with Disabilities Act and Employment of Persons with a Disability”

- Overall: Dual supervised positions within the TDCJ no longer exist; therefore, reference to such has been removed throughout the directive.
- Overall: All references to “permanent or long-term medical condition” have been replaced with “disability” and all references to “workplace accommodation” have been replaced with “accommodation” throughout the directive.
- Revised the policy title.
- Revised Policy statement and Employment at Will Clause.
- Added definitions for Disability and Undue Hardship; deleted definitions of Contact Person, Dual Supervised Employee, Medical Condition, and Technical Supervision; revised definitions of Accommodation Coordinator, Essential Functions, Health Care Provider, Major Life Activity, Reasonable Accommodation, Selection Reviewer, and Trainee.
- Section I.A: Reformatted entire section and condensed for clarity.
- Section II.A.1 & 2: Removed language that referenced examples of accommodations.
- Section II.B: Added language clarifying the process involved when an applicant requests an accommodation.
- Section IV.B.2: Revised the list of requirements in the health care provider’s statement to include whether the limitations or restrictions are permanent, long-term, intermittent, or temporary; and the extent, duration, or long-term effects of impairment.
- Section IV.B.3: Added the PERS 404-5, Authorization for Limited Release of Medical Information, to the PERS 404 packet.
- Section IV.C.3: Reference to “permanent or long-term medical condition” was replaced with “disability, impairment, or occupational disease.” Added language that work-related injuries covered by the Texas Workers’ Compensation Act that constitute a disability shall be accommodated in accordance with PD-45, “Workers’ Compensation and Return to Work Program.”
- Section VII: Added language that supporting medical documentation be included with the DM when forwarding to the appropriate division director or designee when requesting approval for an accommodation. If an accommodation is for a non-Correctional Institutions Division (CID) employee assigned to a unit, the DM and supporting medical documentation shall be sent to the division director or designee in coordination with the CID director or designee.
- Section VIII.D: Entire section revised for clarity.
- Section VIII.D.2.a & b: These sections relate to the standard operating procedures of the accommodation coordinator and have been removed from policy.

- Section VIII.F: Added language to clarify that when an employee refuses to sign the “Letter of Acceptance,” the accommodation coordinator shall discuss alternative suggestions with the employee until the interactive process is exhausted and the request is administratively closed.
- Section VIII.G: Revised to clarify that an employee must submit a new request for an accommodation when the employee changes positions.
- Section IX.A & B: Sections have been removed since this detailed information can be found in the PERS 404, Accommodation Packet.
- Section XII: Revised section title and revised the entire section for clarity.
- Attachment A, PERS 404, Accommodation Packet:
- PERS 404-1: Removed redundant language and revised for clarity.
- PERS 404-2: Revised title of form and removed Group/Monthly Salary Rate.
- PERS 404-4: Revised form for clarity. The health care provider must now indicate which essential function on the job description is limited or restricted. Revised limitations or restrictions to include “long-term and intermittent.”
- PERS 404-5: Added new form titled “Authorization for Limited Release of Medical Information” to authorize the TDCJ to receive medical records and to discuss medical conditions with the health care provider.
- Grammatical and formatting updates were made.

If you have any questions, please contact James Booker, Manager II, Employee Relations, at (936) 437-3103.

Remove the existing PD-14.

Insert the revised [PD-14](#).

PD-23 (rev. 8), “Employee Political Activity and Participation in Labor Organizations”

- Revised the policy title.
- Overall: Replaced all references of “employee organizations” with “labor organizations.”
- Revised Policy statement and Employment at Will Clause.
- Added definition for Labor Organization.
- Section I.A: Added language that an employee shall sign a PERS 191, New Employee Document Receipt, and the signed receipt shall be maintained in the employee’s Master Human Resources file.
- Revised section title to include Email Systems.
- Grammatical and formatting updates made.

If you have any questions, please contact Nalkio Mitchell, Manager IV, Employee Relations, at (936) 437-3151.

Remove the existing PD-23.

Insert the revised [PD-23](#).

If you have any questions regarding this update or need assistance concerning your Personnel Manual, please contact Kristy Jeter at (936) 437-4049 (Email User ID KJE3473).

PG: kj