

MARCH 2020 PERSONNEL MANUAL UPDATE
SUMMARY OF REVISIONS

EXECUTIVE DIRECTIVES:

PD-01, “Human Resources Policies and Procedures” (rev. 7)

- Revised Employment at Will clause and Policy statement.
- Revised “Administrative Support” section to “Support Operations” section.
- Removed all references to INFOPAC throughout the directive.
- Grammatical and formatting updates were made.

PD-35, “Independent Dismissal Mediation and Dispute Resolution” (rev 4)

- Revised Employment at Will clause and Policy statement.
- Revised definitions of Grievance and Offenders.
- Section I.A.2: Revised language related to mail to be consistent with procedures in practice.
- Section I.B.4.a: Added language to clarify an employee in a leave without pay status (LWOP) will not be considered on a temporary duty assignment for the purpose of participating in the independent dismissal mediation session.
- Section I.B.7.c and II.G: Added language for reporting employee time spent at the mediation session to the human resources representative for payroll.
- Section I.B.8.b and II.H.1: Revised language to clarify that any request for mediation documents received under the *Public Information Act* shall be forwarded to the Office of the General Counsel.
- Section I.C.1: Revised language for notifying the employee’s human resources representative, warden or department head, and regional office when an employee forfeits the independent dismissal mediation option.
- Section I.C.1.b: Added language for submitting payment within the required time frame.
- Section II.F.2: Added language for the process of providing and maintaining the Employee’s Packet for Dispute Resolution.
- Attachment C, PERS 527-2: Added language for acknowledgment and agreement to the Dispute Resolution Guidelines and conditions.
- Attachment C, PERS 527-2; Attachment D, PERS 528; and Attachment E, PERS 529: Revised the distribution, to include the original being filed in the Employee Relations Dispute Resolution file, and copies being provided to participants.

- Grammatical and formatting updates were made.

PD-26, “Nepotism” (rev. 7)

- Overall: “Dual supervision” within the TDCJ no longer exists; therefore, reference to such, including “administrative and technical chain of supervision” has been removed throughout the directive.
- Revised the Employment at Will clause and Policy statement.
- Definitions: Removed “for the purpose of this directive” and added a preface statement covering applicability of all definitions; and revised the definition of “Chain of Supervision.”
- Section I.A.3: Revised to include PD-22, “General Rules of Conduct and Disciplinary Action Guidelines for Employees” consequences for violation of this directive.
- Section I.B.2-3: Sections regarding the nepotism violations for CID regional directors, wardens, assistant wardens, and majors have been removed from the directive, due to the removal of “dual supervision.” With the exception of TBCJ members and the executive director, the same nepotism rules apply to all TDCJ employees.
- Section III: Revised the section title to include “No Other Qualified Eligible Applicants,” and added the human resources director to the exception approval process.
- Section III.A: Section related to employee assignments in effect on May 1, 1998 has been deleted from policy.
- Attachment A: Reformatted and revised the Nepotism Chart for easier understanding to include the addition of “step relationships.” Added further clarification regarding half-blood relationships, step relationships, and adopted children.
- Attachment B, PERS 581: Replaced Month/Day of Birth with Payee ID Number and removed information regarding relatives of a CID regional director, warden, assistant warden, and major.
- Grammatical and formatting updates were made.