

**AUGUST 2020 PERSONNEL MANUAL UPDATE
SUMMARY OF REVISIONS**

EXECUTIVE DIRECTIVE:

PD-57, “Employee Participation in Legal or Legislative Proceedings or Jury Services” (rev. 8)

- The directive has been extensively reorganized.
- Revised the title from “Employee Appearances in Judicial or Legislative Proceedings or for Jury Service” to “Employee Participation in Legal or Legislative Proceedings or Jury Services.”
- Revised Employee at Will Clause and Policy statement.
- Added definitions for Incidental Expense, Legal Proceeding, Travel Expense, and Witness; deleted definitions of Fact Witness, Judicial Proceeding, and State Per Diem; and revised definitions of Expert Witness, Plaintiff, and Witness Fee.
- Section I: Revised section title from “Judicial Proceedings” to “Legal Proceedings,” as well as throughout the directive.
- Section I.A.1: Revised to clarify time reporting for attendance at a legal proceeding by a TDCJ employee in their official capacity as a TDCJ employee.
- Section I.A.2: Revised section title from “State Travel and Per Diem” to Reimbursements for Travel Expenses.” According to the State Comptroller, state travel expense reimbursement is not a per diem.
- Section I.A.3: Section regarding witness fees has been revised for clarity.
- Section I.B: Revised section title as “Employee Plaintiffs” to clarify time reporting requirements for TDCJ employees that are plaintiffs.
- Section II.A: Revised to clarify appearance requirements for TDCJ employees for Legislative proceedings when requested by the Legislature.
- Section II.B: Revised to clarify appearance requirements by a TDCJ employee in a legislative hearing or other administrative action if not requested by the legislature or the TDCJ.
- Section III: Minor revisions to language.
- Grammatical and formatting updates made.