

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

INTER-OFFICE COMMUNICATIONS

TO	<u>Personnel Policy Manual Holders</u>	DATE	<u>September 1, 2020</u>
FROM	<u>Patty Garcia</u> Director, Human Resources Division	SUBJECT	<u>September 2020</u> Personnel Manual Update

Please update your Personnel Manual as follows effective September 1, 2020.

NUMERICAL INDEX:

Remove the existing Numerical Index dated August 1, 2020.

Insert the revised [Numerical Index](#) dated September 1, 2020.

EXECUTIVE DIRECTIVE:

PD-47, “Benefit Replacement Pay” (rev. 7)

- Grammatical and formatting updates made.

If you have any questions, please contact Shannon Wood, Manager II, Employee Services at (936) 437-3175 or Payroll at (936) 437-6258.

Remove the existing PD-47.

Insert the revised [PD-47](#)

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