

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
INTER-OFFICE COMMUNICATIONS

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|-------------|--|----------------|--|
| TO | <u>Personnel Policy Manual Holders</u> | DATE | <u>November 1, 2015</u> |
| FROM | <u>Patty Garcia</u> Director, Human Resources Division | SUBJECT | <u>November 2015</u> <u>Personnel Manual Update</u> |

Please update your Personnel Manual as follows effective November 1, 2015.

SUBJECT INDEX:

Remove the existing Subject Index dated September 1, 2015.

Insert the revised [Subject Index](#) dated November 1, 2015.

NUMERICAL INDEX:

Remove the existing Numerical Index dated September 1, 2015.

Insert the revised [Numerical Index](#) dated November 1, 2015.

EXECUTIVE DIRECTIVE:

PD-20, "Employee Assistance Program" (rev. 7)

1. Revised language throughout the directive from Employee Relations Section to Employee Relations.
2. Revised the Discussion section to clarify that the Employee Assistance Program (EAP) provides assistance with counseling.
3. Section I.C: Revised to state the EAP liaison assists with employee referrals to the Employee Assistance Program.
4. Grammatical and formatting updates were made.

Remove the existing PD-20.

Insert the revised [PD-20](#).

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: clh
Attachments