

**NOVEMBER 2019 PERSONNEL MANUAL UPDATE  
SUMMARY OF REVISIONS**

**EXECUTIVE DIRECTIVES:**

**PD-22, “General Rules of Conduct and Disciplinary Action Guidelines for Employees” (rev. 16)**

- Section X.C.2.a (2): Language revised to state a period of suspension without pay shall begin on the next scheduled workday.
- Attachment A: Revised definition of Conviction.
- Attachment A: Revised title of rule number 16 to Improper Operation of a TDCJ Vehicle and changed violation level from level 4 to 2; added language to clarify that an employee operating a state vehicle outside the scope of the employee’s job duties at the time of an accident constitutes a violation of the rule; revised rule violation number 33 to encompass the release of all confidential information, not just TDCJ information.
- Attachment C: Added Improper Operation of a TDCJ Vehicle to list of level 2 violations.
- Attachment E: Removed Negligent Operation of a TDCJ Vehicle from list of level 4 violations.
- Attachment G, PERS 325-EEO: The last check box in Section VI, Reprimanding Authority’s Action, was revised to read as “In lieu of an employee hearing, other action was taken, such as separation from training academy or letter of instruction.”
- Grammatical and formatting updates were made.