

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PD-01 (rev. 7), “HUMAN RESOURCES POLICIES AND PROCEDURES”
MARCH 1, 2020

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TEXAS DEPARTMENT
OF
CRIMINAL JUSTICE

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SUPERSEDES: PD-01 (rev. 6)
August 1, 2015

EXECUTIVE DIRECTIVE

SUBJECT: HUMAN RESOURCES POLICIES AND PROCEDURES

AUTHORITY: Tex. Gov't Code §§ 493.001, 493.006(b), 493.007; BP-02.08, "Statement of Internal Controls"; ED-01.21, "Policies and Procedures System"

APPLICABILITY: Texas Department of Criminal Justice (TDCJ)

EMPLOYMENT AT WILL CLAUSE:

This directive **does not** constitute an employment contract or a guarantee of continued employment. The TDCJ reserves the right to change the provisions of this directive at any time.

Nothing in this directive limits the executive director's authority to establish or revise human resources policy. This directive guides the operations of the TDCJ and **does not** create a legally enforceable interest for employees or limit the executive director's, deputy executive director's, or division directors' authority to terminate an employee at will.

POLICY:

The TDCJ develops human resources policies and procedures that are consistent and fair to all TDCJ employees.

DEFINITIONS:

The following terms are defined for the purpose of this policy and are not intended to be applicable to other policies or procedures.

"Proponent" is the human resources department or section responsible for developing a personnel directive, administering the program area and topic covered by the directive, and monitoring federal and state laws that may affect the program area.

"Staff Review" is the review of a new or revised personnel directive performed by staff within divisions or departments other than the Human Resources Division. The review gives the division directors or department heads the opportunity to: (a) provide comments and suggestions

regarding implementation of the procedures contained within the directive; and (b) concur or non-concur with the directive prior to final executive review and approval.

DISCUSSION:

- A. The development, publication, and distribution of personnel directives for the TDCJ shall be in accordance with this directive. Personnel directives shall be approved and signed by the executive director to become effective and shall be published as executive directives.
- B. All division directors, wardens or department heads, and supervisors within the TDCJ shall support the TDCJ's personnel directives.
- C. Every employee shall have access to current personnel directives through the employee's human resources representative. Personnel directives are available through the human resources webpage located at www.tdcj.texas.gov.
- D. It is an employee's responsibility to be knowledgeable of personnel directives and procedures. Being unaware of any human resources policy or procedure is not a defense for a rule violation or grounds for a grievance.

PROCEDURES:

- I. Issuance of *Personnel Manual*
 - A. The *Personnel Manual*, issued by the Support Operations section of the Human Resources Division, contains the TDCJ's published personnel directives. A *Personnel Manual* shall be issued to each human resources representative position.
 - B. A *Personnel Manual* is issued to a position, not an employee. An employee in a position that has been issued a *Personnel Manual* who changes positions shall leave the manual with the position being vacated.
- II. Development of Personnel Directives
 - A. Initial Development

The appropriate proponent shall coordinate with the Support Operations section to draft a new or revised directive. The draft directive shall be reviewed by the Support Operations section prior to distributing the directive for review by remaining human resources staff. The Support Operations section shall ensure that:

 - 1. There are no conflicts with other personnel directives;
 - 2. Language and format are consistent with existing personnel directives; and

3. The procedures effectively reflect the intent of the personnel directive.

B. TDCJ Staff Review and Approval Process

Executive Services shall coordinate the TDCJ staff review and approval process in accordance with ED-01.21, "Policies and Procedures System."

III. Publication and Distribution of Personnel Directives

The *Personnel Manual* update shall include an updated index and an interoffice communication (IOC) from the Human Resources Division director. The IOC shall summarize the purpose of a new directive and summarize revisions to existing directives. The IOC shall also provide instructions for including the new or revised personnel directives into the *Personnel Manual*.

A. After a personnel directive has been approved and signed by the executive director, the Support Operations section shall coordinate the publication of the directive on the Human Resources Division webpage.

B. *Personnel Manual* holders shall print the new or revised directives and index from the website and incorporate the update in a timely manner. The manual holder shall ensure that the updated index corresponds to the contents of the manual and the manual is current at all times.

IV. Biennial Reviews

Proponents shall conduct at least biennial reviews of the directives covering the proponent's program areas to update procedures as necessary and to identify any procedures needing clarification. The results of these reviews shall be forwarded to the Human Resources Division director.

Bryan Collier
Executive Director