

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PD-79 (rev. 8), “EMPLOYEE TRANSFERS, REASSIGNMENTS, AND
TEMPORARY ASSIGNMENTS”
OCTOBER 1, 2019
TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE NUMBER</u>
<u>AUTHORITY</u>	1
<u>APPLICABILITY</u>	1
<u>EMPLOYMENT AT WILL CLAUSE</u>	1
<u>POLICY STATEMENT</u>	1
<u>DEFINITIONS</u>	2
<u>PROCEDURES</u>	
I. General Provisions	3
A. TDCJ may Transfer, Reassign, or Temporarily Assign to meet TDCJ’s Needs .3	3
B. Employees on Disciplinary Probation or Pending Disciplinary Action	3
C. Transfer or Reassignment Effective Date or Payroll Status Change	4
II. Temporary Assignments	4
A. Supervisor’s Responsibilities	5
1. Determining Employee Eligibility	5
2. Determining the Temporary Assignment End Date	5
3. Monitoring the Temporary Assignment	5
4. Developing an Alternate Solution	5
B. Effect on Rate of Pay	6
III. Food Service and Laundry Managers Requesting a Transfer to a Correctional Officer Position at Their Current Unit of Assignment	6
IV. Voluntary Reassignments from a Non-Correctional Position to a Correctional Officer Position	7
A. Submission of Request for Reassignment	7
B. Criteria and Evaluations	7
C. TDCJ Training and Leader Development Division’s Pre-Service Training Academy (PTSA) Attendance	7
D. Separation from Employment	8

V.	Voluntary Transfers from a Correctional Career Position to a Correctional Officer Position at a Different Location	8
A.	Non-Emergency Transfer Requests	8
1.	Limitations	8
2.	Submitting a Request	9
3.	Human Resources Representative Responsibilities	9
4.	Transfer Approval	9
B.	Emergency Transfer Requests	10
1.	General Provisions	10
2.	Reasons for Emergency Transfers	10
3.	Submitting an Emergency Transfer Request	11
4.	Human Resources Representative Responsibilities	11
C.	Transfer Committee	12
D.	Transfer Approved While in Leave Status or Temporary Alternate Duty Assignment	12
VI.	Voluntary Changes from Part-Time to Full-Time or Full-Time to Part-Time Correctional Officer	13
A.	Limitations	13
B.	Submitting the Request	14
C.	Approval	14
D.	Notification	14
VII.	Correctional Officer Reassignment and Transfer Cancellations	14
A.	Transfer Cancellations Due to a Move to Another Position	14
B.	Employee Requested Cancellations	15
1.	Prior to Reassignment or Transfer Announcement.....	15
2.	After a Reassignment or Transfer Announcement.....	15
VIII.	District Parole Officer Transfers.....	15
A.	District Parole Officer I and II.....	15
1.	Limitations	15
2.	Submitting a Request	16
3.	Human Resources Representative Responsibilities	16
4.	Transfer List.....	16
5.	Transfer Approval.....	17
B.	District Parole Officer III and Above	17

IX.	Administrative Reassignments.....	17
A.	Reasons for an Administrative Reassignment	18
B.	Management Approval for an Administrative Reassignment.....	19
1.	Within the Same Division.....	19
2.	Between Different Divisions.....	19
C.	Notification of an Administrative Reassignment.....	19
1.	Correctional Officer	19
2.	All Other Positions.....	20
D.	Announcement of an Administrative Reassignment.....	20
Attachment A:	PERS 379, Request for Reassignment (Non-Correctional to Correctional Officer Position) (10/19)	
Attachment B:	PERS 195, Request for Transfer Correctional Career Position to Correctional Officer or District Parole Officer to District Parole Officer (10/19)	
Attachment C:	PERS 427, Request to Change from Part-Time to Full-Time Correctional Officer Status (10/19)	
Attachment D:	Unit List by CID Region and Location (10/19)	
Attachment E:	District Parole Office List by Parole Division Region and Location (10/19)	



TEXAS DEPARTMENT
OF
CRIMINAL JUSTICE

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SUPERSEDES: PD-79 (rev. 7)
August 1, 2010

EXECUTIVE DIRECTIVE

SUBJECT: EMPLOYEE TRANSFERS, REASSIGNMENTS, AND
TEMPORARY ASSIGNMENTS

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

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 promotes equal employment opportunity through a process designed to transfer, reassign, and temporarily assign employees without regard to race, color, religion, sex (gender), national origin, age, disability, or genetic information. In addition, the TDCJ complies with the provisions of applicable federal and state laws relating to transfers, reassignments, and temporary assignments of former members of the uniformed services.

The TDCJ has zero tolerance for all forms of employment discrimination in the transfer, reassignment, and temporary assignment of employees, and harassment or retaliation is prohibited. No employee will be subjected to retaliation for opposing or reporting employment discrimination in transfers, reassignments, or temporary assignments of employees.

DEFINITIONS:

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

“Administrative Reassignment” is a lateral transfer or voluntary demotion initiated and approved by TDCJ management upon determination that such an action is in the TDCJ’s best interest. The employee shall meet the minimum qualifications of the position to which the employee is being reassigned, be able to perform the essential functions of the position, and otherwise be eligible for placement in the position, including compliance with the nepotism rule.

“Bonus Recipient” is a newly hired full-time correctional officer (CO), including a rehired TDCJ retiree or former TDCJ employee, who meets the eligibility criteria as stated in this directive and enters into the Correctional Officer Recruitment Bonus Contract accepting the recruitment bonus payment and assignment to a designated understaffed correctional facility.

“Correctional Career Position” (CCP) includes the following TDCJ positions: correctional officer (CO) III, IV, and V; supervisor of COs; food service manager (FSM) II, III, and IV; and laundry manager (LM) II, III, and IV.

“Full-Time Correctional Officer” is a CO employed to regularly work a minimum of 40 hours per work cycle.

“Health Care Provider” is a doctor of medicine or osteopathy, who is authorized to practice medicine or surgery (as appropriate) by the state in which the doctor practices, or a clinical psychologist.

“Immediate Family” includes those individuals who reside in the same household with the employee and are related by kinship, adoption, or marriage, or are certified by the Texas Department of Family and Protective Services as a foster child. A child, parent, or spouse of an employee will be considered immediate family for purposes of this directive, whether or not they are living in the same household with the employee.

“Lateral Transfer” is a change in the duty assignment from one classified position to another position of like or different classification with similar levels of responsibility in the same salary group, such as A15 to B15, with a lower, same, or higher established salary rate. If a position is in the same salary group with a higher established salary rate and is posted for inside or outside applicants, an employee may be laterally transferred only after applying for the position and being selected in accordance with PD-71, “Selection System Procedures.” A lateral transfer in the form of an administrative reassignment will be into a position with a lower or same established rate in the same salary group, such as A15 to B15.

“Non-Correctional Position” is a position that is not a correctional career position.

“Part-Time Correctional Officer” is a CO who is employed to regularly work a minimum of 20 hours per work cycle.

“Promotion” is a change in the duty assignment of an employee from one classified position to another classified position that: (a) is in a higher salary group with at least a 3% salary increase into or within Salary Schedule A or at least a 3.4% salary increase into or within Salary Schedule B; (b) requires higher qualifications, such as greater skill or longer experience; and (c) involves a higher level of responsibility.

“Reassignment” is a voluntary move from a non-CCP to a CCP via promotion, lateral transfer, or voluntary demotion.

“Supervisor of Correctional Officers” includes the following positions: sergeant, lieutenant, captain, major, assistant warden, and warden.

“Targeted Career Position” is any of the following positions: correctional officer (CO), sergeant, lieutenant, captain, major, laundry manger (LM), food service manager (FSM), and parole officer (PO).

“Transfer” is the voluntary demotion or lateral transfer of an employee: (a) from a non-correctional position to another non-correctional position; (b) from a CCP to a non-correctional position; or (c) from a CCP at one location to a CO position at another location.

“Transfer Committee” is a committee responsible for reviewing and approving or disapproving correctional officer transfer requests. The committee consists of a CID regional director and representatives from the Human Resources Division, the Health Services Division, and other departments as needed.

“Voluntary Demotion” is an employee-requested change in duty assignment from one classified position to another classified position in a lower salary group. A voluntary demotion in the form of an administrative reassignment shall only be into a position with a lower or same established salary rate in a lower salary group. Voluntary demotions are requested by employees for personal reasons and are not a result of a disciplinary action.

PROCEDURES:

I. General Provisions

- A. The TDCJ may transfer, reassign, or temporarily assign employees to meet the TDCJ’s needs.
- B. Employees on Disciplinary Probation or Pending Disciplinary Action
 1. An employee serving disciplinary probation may be administratively reassigned, granted a CO emergency transfer, or be eligible for any employee requested transfer or reassignment that would result in a voluntary demotion.

2. An employee serving disciplinary probation is not eligible for an employee requested transfer or reassignment that would result in a lateral transfer or promotion. Upon successful completion of the disciplinary probation period, the employee may submit a request for transfer. If an employee has received a PERS 184, Notification of Employee Hearing in accordance with PD-22, "General Rules of Conduct and Disciplinary Action Guidelines for Employees," the final approval of an employee requested transfer or reassignment that would result in a lateral transfer or promotion will be placed on hold pending the outcome of the Employee Hearing. If the employee is not placed on disciplinary probation and is otherwise eligible for the transfer or reassignment, the action will be consistent with this directive's approval process.

C. Transfer or Reassignment Effective Date or Payroll Status Change

All transfer and reassignment effective dates will be in accordance with PD-72, "Employee Salary Administration." Within 10 workdays of an approved transfer or reassignment, the losing unit or department shall forward the employee's disciplinary, medical, and human resources files to the gaining unit or department. The losing unit or department shall send the e-form, HR_Transfer, to the gaining unit or department advising them of the type and number of files forwarded, and ensure that currently due or past-due employee performance evaluations are processed, completed, and forwarded to the gaining unit or department. The human resources representative at the gaining unit or department shall enter the payroll status change (PSC) into the Payroll Status Change Update (PSCUPD) screen of the TDCJ Payroll/Personnel System (PPS).

II. Temporary Assignments

To facilitate the work of the TDCJ during emergencies or other special circumstances, any employee may be temporarily assigned to other positions for a maximum period of six months during any 12-consecutive month period; however, an employee may not be temporarily assigned to a position that is in a lower classified salary group.

A temporary assignment may include the provisional appointment of a non-correctional employee who has TDCJ correctional officer experience to a full-time correctional officer position during an emergency. The employee shall be able to perform the essential functions of a correctional officer position with or without a reasonable accommodation. The provisional appointment of a non-correctional employee to a full-time correctional officer position shall be reviewed by the Employment Section, Human Resources Division, for confirmation of eligibility, and be approved by the Correctional Institutions Division (CID) director.

Temporary alternate or modified duty assignments performed in accordance with the TDCJ's Return to Work program will not count toward the six months an employee may be temporarily assigned to a position in accordance with this directive.

A. Supervisor's Responsibilities

1. Determining Employee Eligibility

Before an employee is temporarily assigned to a position, the supervisor shall determine which months, if any, during the previous 12-consecutive month period, the employee performed any other temporary assignment.

- a. If the employee did not perform temporary assignments for a cumulative total of six months during the previous 12-consecutive month period, the supervisor may temporarily assign the employee to a position.
- b. If the employee performed temporary assignments for a cumulative total of six months during the previous 12-consecutive month period, the supervisor may not temporarily assign the employee to a position.

2. Determining the Temporary Assignment End Date

Prior to assigning an employee to a temporary assignment, the supervisor shall determine the maximum temporary assignment ending date. The supervisor shall notify the human resources representative of this date to ensure the employee does not perform a temporary assignment for more than a cumulative total of six months during any 12-consecutive month period.

For example, an employee may be temporarily assigned to a position for six consecutive months, such as 08/01/2016 to 01/31/2017, or temporarily assigned to a position for six non-consecutive months, such as 02/01/2016 to 03/31/2016, 08/01/2016 to 09/30/2016, and 12/01/2016 to 01/31/2017.

3. Monitoring the Temporary Assignment

The supervisor shall monitor temporary assignments to ensure an employee does not perform a temporary assignment for more than a cumulative total of six months during any 12-consecutive month period.

4. Developing an Alternate Solution

During a temporary assignment, the supervisor shall develop an alternate solution that will be implemented on or prior to the end of the temporary assignment in order to accomplish the work of the TDCJ.

B. Effect on Rate of Pay

If an employee is temporarily assigned to a position in a higher classification salary group, the employee will not receive an increase in the employee's rate of pay unless the executive director has specifically authorized a PSC for an increase. The authorized PSC shall be entered into the PPS PSCUPD screen prior to the employee's performance of the assignment. Supervisors should consult Employee Classification prior to requesting an increase in an employee's rate of pay.

If the employee receives an increase in the employee's rate of pay, the increase will not be considered a promotion. The employee will be returned to the employee's previous rate of pay at the end of the temporary assignment or prior to receiving a merit salary increase, promotion, or demotion. The return to the previous rate of pay will not be considered a demotion.

A change in the employee's rate of pay, as a result of a temporary assignment, will be indicated on the PSC and entered into the PPS PSCUPD screen at the beginning of the temporary assignment, such as "Temporary Assignment Beginning – Appropriate Rate of Pay Increase," and at the end of the temporary assignment, such as "Temporary Assignment Ending – Return to Previous Rate of Pay."

III. Food Service and Laundry Managers Requesting a Transfer to a Correctional Officer Position at Their Current Unit of Assignment

- A. The transfer request shall be for a CO position within the FSM's or LM's current unit of assignment.
- B. A pre-clearance will be conducted by correctional staffing personnel prior to the approval of the transfer request. This can be accomplished by the unit human resources representative forwarding an email to the manager of the Employment Section, Human Resources Division, with the following information:
1. Name;
 2. Position title;
 3. Payee ID;
 4. Date of birth;
 5. Gender; and
 6. Driver license number, including the state.

A response email indicating clearance status shall be returned to the unit human resources representative as soon as the clearance is complete. The unit human resources representative shall enter the employee into a vacant CO position at their unit, and then enter the PSC into the PPS PSCUPD screen. Transfer requests to a CO position at a different unit will be processed in accordance with Section V of this directive.

IV. Voluntary Reassignments from a Non-Correctional Position to a Correctional Officer Position

A reassignment from a non-correctional position to a CO position may consist of a promotion, lateral transfer, or voluntary demotion. A reassignment resulting in a promotion may occur at any time; however, an employee may laterally transfer or voluntarily demote from a non-correctional position to a CO position only once in any six-month period.

A. Submission of Request for Reassignment

A non-correctional employee requesting a reassignment to a CO position, full-time or part-time, shall submit a completed PERS 379, Request for Reassignment (Attachment A) to the employee's human resources representative. The human resources representative shall provide a copy of the PERS 379 to the employee.

B. Criteria and Evaluations

Prior to a reassignment being approved, the non-correctional employee requesting a reassignment to a CO position will be subject to the criteria and evaluation process established in PD-73, "Selection Criteria for Correctional Officer Applicants."

C. TDCJ Training and Leader Development Division's Pre-Service Training Academy (PSTA) Attendance

The employee will attend the PSTA unless the employee meets one of the following conditions.

1. The employee held a CCP within the 36-month period immediately preceding the move.
2. The employee previously attended the PSTA and attended in-service training within the 12-month period immediately preceding the move, to include the requirement of the physical agility test, qualification with firearms, and participation in the practical aspects of defensive tactics.

D. Separation from Employment

1. An employee who is required to attend the PSTA will be subject to separation from employment if the employee:
 - a. Fails to have a negative pre-assignment drug test result;
 - b. Fails to qualify with firearms;
 - c. Fails to meet the academic standards established for all CO trainees; or
 - d. Violates the PSTA's rules or regulations in accordance with PD-33, "Trainee Management."
2. A non-correctional employee who is not required to attend the PSTA will be subject to separation from employment if the employee fails to have a negative pre-assignment drug test result.

V. Voluntary Transfers from a Correctional Career Position to a Correctional Officer Position at a Different Location

A. Non-Emergency Transfer Requests

1. Limitations

- a. Employees in a CCP shall be employed by the TDCJ for a minimum of 12 consecutive months before they are eligible to request a transfer to a CO position at a different location, with the exception of COs who received a recruitment bonus (See Section V.A.1.d).
- b. A transfer request to a different location shall be to a full-time CO position.
- c. An employee in a CCP may transfer to a CO position in a different location only once in a 12-month period, unless:
 - (1) The transfer is an approved emergency transfer in accordance with this directive; or
 - (2) The Human Resources Division director, with the concurrence of the CID director, waives the 12-month waiting period in order to staff new units or to achieve adequate staffing at an existing unit.

- d. Bonus recipients may request a voluntary transfer to another unit of assignment in a full-time CO position after the 12-month bonus period of the Correctional Officer Recruitment Bonus Contract is satisfied. Bonus recipients that receive an approved emergency transfer or administrative reassignment in accordance with this directive are entitled to keep the recruitment bonus without having to make repayment.
- e. At any point in time, an employee in a CCP may have only one active transfer request.

2. Submitting a Request

- a. To request a transfer to a full-time CO position in a different location, an employee in a CCP shall submit a completed PERS 195, Request for Transfer (Attachment B) to the employee's human resources representative with "Non-Emergency" checked.
- b. The employee shall indicate on the PERS 195 the location to which the employee wants to transfer. The location shall be one of the locations identified on the Unit List by CID Region and Location (Attachment D). If there is more than one unit at the requested location, the TDCJ may transfer the employee to any unit within the requested location. However, the employee may indicate up to three units of choice in order of preference.

3. Human Resources Representative Responsibilities

The human resources representative shall submit the Transfer Request e-form to the Employment Section, Human Resources Division.

The Employment Section will maintain an automated transfer list and ensure the list is available to the human resources representative.

4. Transfer Approval

Transfers for eligible employees will be approved based on the order of the transfer list. Staffing levels at both the current and gaining units will be considered. In order to maintain an adequate level of security staff at the current unit, a transfer may be delayed if the current unit's staffing level is significantly lower than the gaining unit's staffing level.

B. Emergency Transfer Requests

1. General Provisions

Employees in a CCP may submit an emergency transfer request regardless of how long they have been employed by the TDCJ or assigned at their current unit.

2. Reasons for Emergency Transfers

a. The Transfer Committee may consider an emergency transfer based on one of the following:

- (1) The employee's need to assist in providing long-term care to a relative for a period longer than six months.

Short-term care should be resolved by use of accrued time in accordance with the applicable TDCJ leave policy;

- (2) The employee's dependent or spouse requires medical care that can only be provided at a different location;

- (3) The employee is able to perform the position's essential functions at any unit; however, the employee requires long-term medical care that can only be provided at a different location;

- (4) It is necessary to protect the employee against spousal abuse; or

- (5) It is necessary for the protection of the employee's immediate family member(s).

b. The Transfer Committee will *not* normally consider an emergency transfer request that identifies one of the following as the reason for the transfer:

- (1) Financial hardship;

- (2) Conditions existing prior to the employee accepting an assignment to a particular unit;

- (3) Situations the employee could easily have foreseen prior to the employee accepting an assignment to a particular unit;
or

- (4) Medical emergencies when there is no documentation attached from a health care provider.

3. Submitting an Emergency Transfer Request

The employee in a CCP shall submit a PERS 195 to the employee's human resources representative with "Emergency" checked. The employee shall indicate on the PERS 195 the location to which the employee wants to transfer. The location shall be one of the locations identified on the Unit List by CID Region and Location. If there is more than one unit at the requested location, the TDCJ may transfer the employee to any unit within the requested location. However, the employee may indicate up to three units of choice in order of preference.

- a. If the emergency transfer request is based on the employee's medical condition or an immediate family member's medical condition, the employee shall attach sufficient medical documentation from a health care provider to demonstrate a direct relationship between the medical condition and the emergency transfer request.
- b. If the emergency transfer request is based on the need to protect the employee or the employee's immediate family member(s), the employee shall attach one of the following:
 - (1) Police report;
 - (2) Restraining order;
 - (3) Medical documentation; or
 - (4) Letters from community organizations or governmental agencies.

4. Human Resources Representative Responsibilities

The human resources representative shall forward a copy of the PERS 195 and support documentation to the Employment Section.

C. Transfer Committee

The Transfer Committee will meet once a month or as needed to review transfer requests.

1. Transfer Committee Decision

All decisions made during the Transfer Committee meeting will be sent via email to the appropriate human resources representative(s). The human resources representative(s) shall notify the affected employee(s) whether the committee approved or denied the emergency transfer request. In addition, if the committee denied an emergency transfer request, the Employment Section will provide the employee with a written notification and explanation of the denial.

2. Transfer Announcement

The Employment Section will announce all approved transfers.

3. Resubmission of Denied Emergency Transfer Request

An emergency transfer request denied by the committee may be resubmitted if the employee furnishes documentation reflecting a significant change in the situation since the previous denial.

4. Placement on Transfer List

An employee who has received an approved emergency transfer request will be placed on the transfer list within the appropriate section. The emergency transfer request will receive priority over all non-emergency requests. The employee will be transferred as staffing allocations allow.

D. Transfer Approved While in Leave Status or Temporary Alternate Duty Assignment

1. If a human resources representative receives notice that a requested transfer has been approved while the employee is in a leave status requiring a release to return to work or while the employee is performing a temporary alternate duty assignment in accordance with PD-45, "Workers' Compensation and Return to Work Program," the human resources representative shall immediately contact the Employment Section.

2. In such instances, the transfer will be delayed until the employee provides a release to return to full duty in accordance with TDCJ leave policies. Upon receipt of the approved release to return to work, the transfer may be further delayed if the release includes restrictions or limitations, transfers

for the month have already been selected, or other staffing considerations affect the transfer.

3. The transfer will be canceled if the employee, upon being released to return to full duty, is unable to perform the essential functions of a CO position.

VI. Voluntary Changes from Part-Time to Full-Time or Full-Time to Part-Time Correctional Officer

A. Limitations

1. The earliest opportunity a CO may request a change to a full-time or part-time position is upon completion of the pre-service on-the-job training period.
2. A bonus recipient may request a voluntary change from a full-time CO position to a part-time CO position after the 12-month period of the Correctional Officer Recruitment Bonus Contract is satisfied.
3. A CO may only request a change to a position on the CO's current unit of assignment.
4. A part-time CO may temporarily change to a full-time CO position for a period not to exceed nine months, for example, a college student who wants to work full-time during one or two college semesters.
5. A part-time CO may temporarily change to a full-time CO position only once during a 12-month period.
6. In accordance with PD-72, "Employee Salary Administration," a part-time CO who is temporarily changing to a full-time CO position is not eligible to advance to a CO IV or V position.
7. A part-time CO approved for permanent change to a full-time position may not change back to a part-time position except under the provisions of this section.
8. A change from a full-time CO to a part-time CO will be effective on a Thursday, the beginning of the seven-day work cycle. A change from a part-time CO to a full-time CO will be effective on the first day of the unit's work cycle.

B. Submitting the Request

If the request is to change from part-time to full-time, the CO shall complete a PERS 427, Request to Change from Part-Time to Full-Time Correctional Officer Status, (Attachment C). The CO shall indicate on the PERS 427 whether the CO is requesting a permanent or temporary change and submit the PERS 427 to the CO's human resources representative.

If the request is to change from full-time to part-time, the CO shall submit an inter-office communication to the CO's human resources representative. The approval of the change shall be at the warden's discretion, depending on the availability of part-time positions and shortage of COs at the unit.

C. Approval

1. Unit human resources representatives shall maintain a list of COs requesting changes from part-time to full-time or from full-time to part-time. Changes for such eligible COs will be approved based on the date order received or in accordance with the needs of the TDCJ.
2. Changes from full-time to part-time, such as a full-time CO who enrolls in an institution of higher education, will be at the warden's discretion. Approval of a request to change to part-time will depend on the availability of part-time positions and shortage of COs on the unit.
3. If a request to temporarily change from part-time to full-time is approved, the human resources representative shall determine the full-time assignment ending date and ensure the CO does not work full-time for more than nine consecutive months.

D. Notification

If a change is approved, the human resources representative shall, as soon as possible:

1. Notify the CO of the effective date and new work schedule; and
2. Send an email notification to the Employment Section.

VII. Correctional Officer Reassignment and Transfer Cancellations

A. Transfer Cancellations Due to a Move to Another Position

If an employee who has an active transfer request either promotes, laterally transfers, or voluntarily demotes to another position, the transfer request will be

canceled and the employee's name will be removed from the transfer list on the effective date of the promotion, lateral transfer, or voluntary demotion.

B. Employee Requested Cancellations

1. Prior to Reassignment or Transfer Announcement

To cancel a reassignment or transfer request prior to its announcement, an employee shall submit a written request for cancellation to the employee's human resources representative. The human resources representative shall email the notification of the cancellation to the Employment Section manager.

2. After a Reassignment or Transfer Announcement

To cancel a reassignment or transfer request after its announcement, an employee shall secure concurrence for the cancellation from the employee's current warden or department head and the gaining warden or department head before the effective date of transfer.

Prior to the effective date of reassignment or transfer, the employee's current warden or department head and the gaining warden or department head shall send a separate email to the Employment Section verifying concurrence of the cancellation. If the Employment Section does not receive these verification emails prior to the payroll effective date, the reassignment or transfer will occur as originally scheduled.

If an employee cancels a reassignment or transfer request after the reassignment or transfer has been announced, the employee will be ineligible to request another reassignment or non-emergency transfer for 12 months, even if the employee secured concurrence for the cancellation from the current warden or department head and the gaining warden or department head before the effective date of reassignment or transfer.

VIII. District Parole Officer Transfers

A. District Parole Officer I and II

1. Limitations

a. A district parole officer (DPO) I or II shall be employed by the TDCJ for a minimum of 12 consecutive months at current office of assignment, before the DPO is eligible to request a transfer to a DPO position at a different location.

- b. A DPO I or II may transfer to another DPO position in a different location only once in a 12-month period unless the appropriate Parole Division regional director, with the concurrence of the Parole Division director or Parole Division deputy director, waives the 12-month waiting period in order to achieve adequate staffing at a parole office.
- c. At any point in time, a DPO I or II may have only one active transfer request.
- d. A DPO I or II shall have met or exceeded performance standards on the DPO's most recent performance evaluation.

2. Submitting a Request

- a. A DPO I or II requesting a transfer to a DPO I or II position in a different location shall submit a completed PERS 195, Request for Transfer, to the DPO's human resources representative.
- b. The DPO I or II shall indicate on the PERS 195 the location to which the DPO wants to transfer. The location shall be one of the locations identified on the District Parole Office List by Parole Division Region and Location (Attachment E). If there is more than one office at the requested location, the TDCJ may transfer the DPO to any office within the requested location. However, the DPO may indicate up to three offices of choice in order of preference.

3. Human Resources Representative Responsibilities

The human resources representative shall submit the DPO Transfer Request e-form to the Region VII human resources coordinator.

4. Transfer List

The Region VII human resources coordinator shall maintain a transfer list and ensure the list is available to human resources representatives monthly.

The transfer list consists of six sections:

- a. Sections one through five include transfer requests within the current region.

Sections one through five include one section for each of the five parole regions and list every DPO I or II who has requested a

transfer to a location within the DPO's current region. Within each section, the DPOs shall be listed in order by date on which the PERS 195 was submitted.

- b. Section six includes transfer requests to a different region.

This section shall list every DPO I or II who has requested a transfer to a location within a different parole region. The list shall be in order by date on which the PERS 195 was submitted.

5. Transfer Approval

Transfers for an eligible DPO I or II will be approved based on the order of the transfer list and staffing levels at the current and gaining offices. In order to maintain an adequate level of DPO staff at the current office, a transfer may be delayed if the current office's staffing level is significantly lower than the gaining office's staffing level.

- a. Transfer requests within the current region shall be approved by the current Parole Division regional director.
- b. Transfer requests to a different region shall be approved by the Parole Division deputy director, after consulting with the current and gaining Parole Division regional directors.

B. District Parole Officer III and Above

The transfer of a DPO III and above will be in accordance with the procedures in Section IX of this directive.

IX. Administrative Reassignments

An administrative reassignment is a lateral transfer or voluntary demotion initiated and approved by TDCJ management when it has been determined the reassignment is in the TDCJ's best interest. An administrative reassignment in the form of a lateral transfer will be into a position with a lower or same established salary rate in the same salary group. An administrative reassignment in the form of a voluntary demotion will be into a position with a lower or same established salary rate in a lower salary group. The employee shall meet the minimum qualifications of the position to which the employee is being administratively reassigned, be able to perform the essential functions of the position, and otherwise be eligible for placement in the position, including compliance with the nepotism rule.

A. Reasons for an Administrative Reassignment

1. TDCJ management may consider an administrative reassignment for reasons that include, but are not limited to, the following:
 - a. An employee's spouse has been promoted to a position on a unit or department in another city;
 - b. An employee's spouse is transferred to another city by military orders;
 - c. The administrative reassignment is directed by Employee Relations based on an approved reasonable accommodation under the *Americans with Disabilities Act* (ADA);
 - d. To resolve inappropriate relationships, such as nepotism, on a unit or department;
 - e. The administrative reassignment is directed by the employee's division director or regional director as a result of a grievance;
 - f. The administrative reassignment is recommended by Employee Relations;
 - g. The administrative reassignment is necessary due to an imposed employee disciplinary action, particularly if the action included involuntary demotion from a supervisory position;
 - h. To provide immediate physical protection of the employee or the employee's immediate family member(s); or
 - i. Other reasons when it is determined to be in the TDCJ's best interest.
2. TDCJ management will not administratively reassign an employee:
 - a. From a position that was posted as temporary to a vacant permanent position unless, immediately prior to accepting the temporary position, the employee held a permanent position in the same salary group as the vacant position.

This limitation does not apply to an employee who competes and is selected for a permanent position with a temporary or "loaner" position number; such a position is not a temporary position. Such an employee may be assigned a permanent position number upon such a number becoming available. In addition, this limitation

does not apply to an employee in a permanent position performing a temporary assignment; or

- b. In lieu of the CO non-emergency or emergency transfer process.

B. Management Approval for an Administrative Reassignment

1. Within the Same Division

- a. Final approval shall be obtained from the division director or designee.

- b. Targeted Career Positions

- (1) Between Different Units or Parole Offices Within the Same Region and Division

Final approval shall be obtained from the appropriate manager II, regional director, or higher level of authority.

- (2) Between Different Regions Within the Same Division

Final approval shall be obtained from the appropriate manager II, if applicable, the current and gaining regional directors, or higher level of authority.

2. Between Different Divisions

Final approval shall be obtained from the employee's current division director and the gaining division director, deputy executive director, or executive director.

C. Notification of an Administrative Reassignment

1. Correctional Officer

When an administrative reassignment occurs between different units, departments, or regions, the appropriate CID regional director or designee shall send an email to the Employment Section which includes the reassigned employee's:

- a. Name;
- b. Payee ID;
- c. Current position information:

- (1) Number,
 - (2) Payroll title, and
 - (3) Unit or department;
- d. New position information:
- (1) Number,
 - (2) Payroll title, and
 - (3) Unit or department;
- e. Effective reassignment date; and
- f. Names and titles of the TDCJ officials who approved the administrative reassignment.

2. All Other Positions

The gaining human resources representative shall generate a Request to Fill e-form. After obtaining budget approval, the human resources representative shall contact the selection system administrator for guidance.

D. Announcement of an Administrative Reassignment

If the administrative reassignment involves a move to a different unit or department, the Employment Section will:

1. Provide a written announcement to the appropriate staff; and
2. Maintain the written announcement as a record of the administrative reassignment.

Bryan Collier
Executive Director

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
Request for Reassignment
(Non-Correctional to Correctional Officer Position)

NAME: _____ PAYEE ID: _____
Please Print: Last First MI

CURRENT MAILING ADDRESS: _____
Street or P.O. Box City State Zip Code

CURRENT JOB TITLE: _____ GROUP: _____ SALARY RATE: _____ CURRENT UNIT or DEPT: _____

REQUEST REASSIGNMENT TO A PART-TIME CORRECTIONAL OFFICER POSITION OR FULL-TIME CORRECTIONAL OFFICER POSITION AT: _____
(Indicate one unit)

CONDITIONAL AGREEMENT:

1. I certify that I have not laterally transferred or voluntarily demoted from a non-correctional position to a CO position within the past six-consecutive month period.
2. I certify that I meet the basic eligibility criteria for a CO position included in PD-73, "Selection Criteria for Correctional Officer Applicants."
3. If my reassignment is approved and I accept a position as a CO, I understand and agree to the following:
 - a. I will abandon my non-correctional position and have no right or entitlement to return to that position.
 - b. I will be required to attend the TDCJ Training and Leader Development Division's Pre-Service Training Academy (PSTA) unless:
 - (1) Within the 36-consecutive month period immediately preceding the move:
 - (a) I served in a correctional career position; or
 - (b) I completed all the requirements of the PSTA, qualified with firearms, and participated in chemical agent and defensive tactics training.
 - (2) Within the 12-consecutive month period immediately preceding the move, I attended in-service training, qualified with firearms, and participated in the practical aspects of chemical agents and defensive tactics curriculum during the in-service training.
 - c. I will be subject to separation from employment if I:
 - (1) Fail to have a negative pre-assignment drug test result;
 - (2) Am required to attend the PSTA and I:
 - (a) Fail to qualify with firearms;
 - (b) Fail to meet the academic standards established for all CO trainees; or
 - (c) Violate the PSTA's rules or regulations.
 - d. If I am on disciplinary probation, I will not be eligible for a reassignment until the end of my disciplinary probation period.
 - e. If I have received a PERS 184, Notification of Employee Hearing, in accordance with PD-22, "General Rules of Conduct and Disciplinary Action Guidelines for Employees," the final approval of my reassignment will be placed on hold pending the outcome of the hearing. If I am not placed on disciplinary probation and am otherwise eligible for reassignment, my reassignment will be consistent with this directive's approval process.

Employee Signature Date (mm/dd/yyyy)

NOTE TO EMPLOYEE: With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

Distribution:
Original: Unit or Department Human Resources Employee File (Employment Section)
Copy: Employee
Fax Copy: Employment Section at (936) 437-3111

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
**Request to Change from Part-Time to
Full-Time Correctional Officer Status**

Name: _____ Month/Day of Birth: _____
Please Print: Last First MI (mm/dd)

Unit of Assignment: _____

Permanent Change to Full-Time: I am currently a part-time CO and I am requesting a permanent change to a full-time CO position. If my change is approved and I accept a position as a full-time CO, I understand and acknowledge that my former part-time CO position may be filled, and there is no guarantee that a part-time CO position will be available in the future.

Temporary Change to Full-Time: I am currently a part-time CO and I am requesting a temporary change to a full-time CO position for a period of nine months or less. I would like to work as a full-time CO from _____ to _____
(MM/DD/YYYY) (MM/DD/YYYY)

If my change is approved and I accept a position as a full-time CO, I understand and acknowledge that I will not be eligible to advance to a CO IV or V position. This stipulation will apply even if I otherwise meet the eligibility criteria for a CO IV or V position. I also understand that I may change temporarily to a full-time CO position only once during a 12-month period.

EMPLOYEE'S SIGNATURE

DATE (MM/DD/YYYY)

NOTE TO EMPLOYEE: With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

Distribution:
Original: Unit or Department Human Resources Employee File (Employment Section)
Copy: Employee

**Texas Department of Criminal Justice
Unit List by CID Region and Location**

CID Region	Location	Code	Unit(s)
Region I	Diboll	DIB	Duncan
	Huntsville Inside	HVI	Byrd, Goree, Holliday, Huntsville, Wynne
	Huntsville Outside	HVO	Eastham, Ellis, Estelle, Ferguson
	Jasper	JAS	Goodman
	Livingston	LIV	Polunsky
	Woodville	WDV	Lewis
Region II	Bonham	BON	Cole, Moore
	Hutchins	HUT	Hutchins
	New Boston	NBO	Telford
	Palestine	PAL	Beto, Coffield, Gurney, Michael,
	Rusk	RUS	Hodge, Skyview
	Teague	TEA	Boyd
	Winnsboro	WIN	Johnston
Region III	Angleton	ANG	Scott
	Beaumont	BEA	Gist, LeBlanc, Stiles
	Brazoria	BRZ	Clemens
	Dayton	DAY	Henley, Hightower, Plane
	Galveston/Dickinson	GAL	Hospital Galveston, Young
	Humble	HUM	Lychner, Kegans
	Rosharon	ROS	Darrington, Ramsey, Stringfellow, Terrell
	Sugar Land/Richmond	SGL	Jester I, Jester III, Jester IV, Vance
Region IV	Beeville	BEE	Garza East, Garza West, McConnell
	Cuero	CUE	Stevenson
	Dilley/Cotulla	DIL	Briscoe, Cotulla
	Edinburg	EDI	Lopez, Segovia
	El Paso	ELP	Sanchez
	Fort Stockton	FTS	Fort Stockton, Lynaugh
	Hondo	HON	Ney, Torres
	Kenedy	KEN	Connally
	San Antonio	SAA	Dominguez
	San Diego	SAD	Glossbrenner
Region V	Amarillo	AMA	Clements, Neal
	Brownfield	BRF	Rudd
	Childress	CHI	Roach
	Colorado City	COL	Wallace
	Dalhart	DAH	Dalhart
	Lamesa	LAM	Smith
	Lubbock	LUB	Montford
	Pampa	PAM	Jordan, Baten
	Plainview	PLA	Formby, Wheeler
	Snyder	SNY	Daniel
	Tulia	TUL	Tulia
	Wichita Falls	WIF	Allred
Region VI	Abilene	ABI	Middleton, Robertson
	Austin	AUS	Travis County
	Breckenridge	BRE	Sayle
	Brownwood	BRW	Havins
	Bryan	BRY	Hamilton
	Burnet	BUR	Halbert
	Gatesville	GAT	Crain, Hilltop, Hughes, Mountain View, Murray, Woodman
	Marlin	MAR	Hobby, Marlin
	Navasota	NAV	Luther, Pack
San Saba	SAS	San Saba	

**Texas Department of Criminal Justice
District Parole Office List by Parole Division Region and Location**

Parole Region	Location	Code	Office(s)
Region I	Athens	AT	
	Beaumont	BT	
	Bryan	BR	
	Conroe	CN	
	Greenville	GN	
	Huntsville	HU	
	Longview	LV	
	Marshall	MA	
	Mt. Pleasant	MT	
	Nacogdoches	NG	
	Orange	OR	
	Paris	PS	
	Texarkana	TK	
Tyler	TY		
Region II	Dallas	DS	D1, D2, D3, D4, D5
	Denton	DT	
	Fort Worth	FW	F1, F2, F3
	Mineral Wells	MW	
	Sherman	SH	
	Waxahachie	WX	
Region III	Angleton	AN	
	Dayton	DY	
	Galveston	GA	
	Houston	HN	H1, H2, H3, H4, H5, H6, H7
	Rosenberg	RR	
	Webster	WB	
Region IV	Austin	AU	AU, A2
	Corpus Christi	CH	
	Del Rio	DE	
	Georgetown	GE	
	Harlingen	HA	
	Laredo	LR	
	McAllen	ED	
	San Antonio	SA	S1, S2, S3
	Seguin	SE	
	Temple	TM	
	Victoria	VI	
Waco	WA		
Region V	Abilene	AB	
	Amarillo	AM	
	Big Spring	BG	
	Brownwood	BW	
	El Paso	EP, EL	
	Lubbock	LB	
	Midland	MD	
	Monahans	MO	
	Odessa	OD	
	Plainview	PV	
	San Angelo	SG	
	Wichita Falls	WF	