

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PD-97 (rev. 7), “TRAINING AND STAFF DEVELOPMENT”
JUNE 1, 2017
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TEXAS DEPARTMENT
OF
CRIMINAL JUSTICE

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October 1, 2007

EXECUTIVE DIRECTIVE

SUBJECT: TRAINING AND STAFF DEVELOPMENT

AUTHORITY: Tex. Gov't Code §§ 493.001, 493.006(b), 493.007, 552.012, 656.041–.049, 2054.134; Tex. Lab. Code §§ 21.010, 21.556; *Prison Rape Elimination Act of 2003* (PREA), 42 U.S.C. §§ 15601–15609; *Fair Labor Standards Act of 1938*, as amended, 29 U.S.C. §§ 201–219, BP-02.08, “Statement of Internal Controls”

Reference: 28 C.F.R. §§ 115.31–.32

APPLICABILITY: Texas Department of Criminal Justice (TDCJ) employees, interns, and all contract employees who have been issued a TDCJ contract employee identification (ID) card and meet the definition for contract employee included within this directive.

EMPLOYMENT AT WILL CLAUSE:

These guidelines **do not** constitute an employment contract or a guarantee of continued employment. The TDCJ reserves the right to change the provisions of these guidelines at any time.

Nothing in these guidelines and procedures limits the executive director's authority to establish or revise human resources policy. These guidelines and procedures are adopted to guide the internal operations of the TDCJ and **do not** create any legally enforceable interest or limit the executive director's, deputy executive director's, or division directors' authority to terminate an employee at will.

POLICY:

The TDCJ may require employees to attend and satisfactorily complete training, staff development, or educational programs, if the curriculum is related to the employee's duties or prospective duties. All training, staff development, and educational programs provided by or through the TDCJ will be offered to employees without regard to race, color, religion, sex (gender), national origin, age, disability, or genetic information. The TDCJ complies with the provisions of applicable federal and state laws relating to training entitlements for members of the uniformed services. The TDCJ has zero tolerance for all forms of employment discrimination in training, staff development, and

educational programs provided by or through the TDCJ. No employee will be subjected to harassment or retaliation for opposing or reporting employment discrimination relating to such programs or for associating with a person who opposed or reported an alleged violation of a federal or state law relating to such entitlements.

DEFINITIONS:

“Contract Employee,” for the purpose of this directive, is an individual who has been issued a TDCJ contract employee ID card, is employed by a company under contract or subcontract with the TDCJ to provide services at TDCJ locations, and whose duties are regularly scheduled for four or more consecutive seven day work periods.

Excluded from this definition are: (1) professionals such as authorized consultants providing intermittent services for the TDCJ; (2) individuals working on facilities under contract with the TDCJ that are distinctly separate from TDCJ facilities, such as privately operated facilities and residential reentry centers; and (3) employees or contract employees of the Windham School District (WSD), University of Texas Medical Branch (UTMB), or Texas Tech University Health Sciences Center (TTUHSC).

WSD, UTMB, and TTUHSC employees and contract employees are excluded from this definition because these employees and contract employees attend required training through their employer.

“Correctional Training and Staff Development” (CTSD) is the department that provides training and staff development opportunities for uniformed and non-uniformed personnel assigned to facilities of the Correctional Institutions Division (CID) and other TDCJ employees as necessary to meet specific division and departmental needs.

“Curriculum” refers to a course offered through the TDCJ’s training and staff development programs. Curriculum includes the content of information and skills to be taught; the methods of instruction and training aids; and the means of assessing the students’ acquisition of knowledge and skill.

“Education” or “Educational Program” is a formal instructional process that focuses on the teaching of academic knowledge and skills. Activities in job-related educational programs are designed to enhance an employee’s job knowledge and skills.

“Employee” is any person employed by the TDCJ in a full-time position at a minimum 40 hours per week or part-time position at a minimum 20 hours per week on a non-contract or non-temporary basis.

“Equal Employment Opportunity (EEO) Rule Violation,” for the purpose of this directive, is a violation of one of the following TDCJ Employee General Rules of Conduct, as published and described in PD-22, Attachment A, Listing of Employee General Rules of Conduct and Disciplinary Violations: (a) Rule Number 14b, Use of Offensive Words or Actions – Protected Class; (b) Rule Number 21, Discrimination or Harassment Against Persons of a Protected Class or Retaliation;

(c) Rule Number 32, Destroying Evidence or Giving False Testimony or Information, when related to an EEO issue; (d) Rule Number 44, Tampering with a Witness, when related to an EEO issue; (e) Rule Number 50, Discourteous Conduct of a Sexual Nature; and (f) Rule Number 53, Failure to Report Alleged Acts of Discrimination or Harassment Against Persons of a Protected Class, Discourteous Conduct of a Sexual Nature, or Retaliation; or is an EEO violation in accordance with PD-33, "Trainee Management."

"External Training" is a training, staff development, or educational program provided by sources outside the TDCJ.

"Governor's Center for Management Development" (GCMD) is a combined effort in state government to provide effective training courses for various levels of managers in Texas state agencies.

"Human Resources Staff Development" (HRSD) is the program area within the Human Resources Division that develops and conducts training on various topics relating to human resources, certain supervisory training, and professional development.

"In-Service Training" is TDCJ division-specific training that designated employees are required to attend every fiscal year to reinforce required job-related skills or knowledge.

"Instructor" or "Trainer" is a person who provides special knowledge, information, or skills in a particular subject or field and: (a) has completed a TDCJ approved trainer development course; or (b) is able to demonstrate competence in determining training and staff development needs, curriculum design, and evaluation of the training and staff development courses delivered.

"Intern" is an individual who performs work for the TDCJ on a temporary basis without pay, and whose work: (a) provides training or supplements training given in an educational environment; (b) provides experience for the benefit of the individual performing the work; and (c) is performed under the close supervision of TDCJ staff.

"Internal Training" is a training, staff development, or educational program developed or presented by the TDCJ.

"Lesson Plan" is a written document that describes the material to be covered within the curriculum of a specific training, staff development, or educational program. Lesson plans shall clearly indicate: (a) the training course proponent; (b) the name of the course and subject title; (c) the material to be covered, including performance objectives; (d) the revision date of the content; (e) the duration of the session in hours and minutes; (f) the name of the author, which is the curriculum developer or designer; (g) the target audience, which is the group intended to receive the training; (h) the credentials of instructors authorized to conduct the training; (i) the method of evaluating what is learned, such as examination, practical application, or group discussion; and (j) the physical requirements of the training space for the session.

"National Institute of Corrections" (NIC) is an agency under the U.S. Department of Justice that provides assistance, information, and training to federal, state, and local correctional agencies.

“Pre-Service Training” is TDCJ division-specific training that: (a) designated employees are required to attend prior to or following initial assignment; and (b) begins or takes place during the employee’s first 60 calendar days of employment.

“Prospective Duties” are new duties an employee will perform in the employee’s position.

“Staff Development” or “Staff Development Programs” are learning opportunities on various job-related topics provided by the TDCJ to employees. This involves a learning process usually focused on stimulating new ideas or clarification of attitudes and values. The goal of staff development programs is to prepare an employee for prospective duties and responsibilities that the employee will perform as job duties change due to technological and legal developments or procedural improvements.

“Supervisor,” for the purpose of this directive, is an employee who directs and oversees the work of other employees as indicated in the job description, completes subordinate employees’ performance evaluations, approves subordinate employees’ leave requests, and performs other supervisory duties.

“Training” includes instruction based on documented assessment of training needs and delivered according to lesson plans for internal training or similar documentation for external training. Training may be instructor-led, self-paced, technology- or computer-based, or delivered by other distance learning methods. Such training is provided or accredited by the TDCJ in order to increase proficiency or correct any deficiency in an employee’s ability, skill, or knowledge to perform a particular job function.

DISCUSSION:

The TDCJ acknowledges the importance of providing employees the opportunity to participate in training, staff development, and educational programs designed to improve job-related skills, work-related capabilities, and competency, as well as to prepare the employee for changes in job duties resulting from technological and legal developments or procedural improvements. Department heads, administrators, supervisors, and training specialists are responsible for supporting training, staff development, and educational programs offered by or through the TDCJ.

Supervisors shall reinforce the knowledge and skills that employees may acquire through these opportunities. However, each employee is ultimately responsible for exhibiting a readiness to learn; applying knowledge and skills offered through training, staff development, and educational programs; and for the employee’s own professional development.

PROCEDURES:

I. Employee Participation Eligibility and Approval

In order for an employee to be eligible to participate in training, staff development, or educational programs offered by or through the TDCJ, the program shall be related to the employee’s current or prospective duties and the employee shall meet required prerequisites.

A. Internal Training, Staff Development, or Educational Programs

An employees' participation in any internal program shall be approved through the employee's appropriate chain-of-command.

B. External Training, Staff Development, or Educational Programs

Participation in programs provided by the NIC and all programs located outside the state shall be approved by the appropriate division director, budget director, deputy chief financial officer, and chief financial officer (CFO).

Any other participation in external training, staff development, and educational programs required or provided through the TDCJ shall be approved in accordance with the TDCJ *Travel Guide*.

II. Employee Obligation on Receiving Training and Educational Programs

A. An employee shall attend and satisfactorily complete any training, staff development, or educational program required by the TDCJ. Satisfactory completion of a program may include passing tests, practical application, or adequately meeting other types of performance standards.

B. An employee shall attend all of a training class in order to receive credit for the course. Training credit or official certification of training received shall be withheld until the employee is authorized to make up or complete that portion of the training missed.

1. The training proponent shall determine whether make up or subsequent completion of the course may be authorized; some training courses may require the participant to take the course over again in its entirety.

2. Attendance requirements will be in addition to any other specified successful training completion criteria, such as tests or practical application. A participant may not "test out" of a course instead of attending and participating in that course.

3. If the course is registered in the TDCJ training database, an entry of "incomplete" shall be recorded in the database pending the employee's completion of the training.

III. Verification and Recording of Program Completion

A. Verification of Attendance

The respective training proponent shall verify an employee's completion of any internal training, staff development, or educational program.

An instructor shall not require or request an employee to provide the employee's complete social security number or any portion of the employee's social security number on a class roster or other similar document used to verify an employee's attendance at an internal training, staff development, or educational program. An instructor may require or request an employee to provide the employee's month and day of birth (not year of birth) on such a class roster or other similar document.

B. Recording Program Completion

The human resources representative, instructor, or training and staff development representative shall follow the appropriate procedures to ensure that an employee's participation in a training, staff development, or educational program is properly recorded. If the training is registered in the TDCJ training database, or is a GCMD course or an NIC training program, completion of training shall be recorded in the training database. If the training is not registered in the TDCJ training database and is not a GCMD course or an NIC training program, the employee shall provide a copy of the certificate, transcript, or other official record to the human resources representative for documentation on the TNG-99A, Supplemental Training Record (attachment to ED-12.10, "Training Records and Database").

IV. Use of Public Funds

The TDCJ may expend public funds as appropriate to:

- A. Provide training and education for its administrators and employees related to their duties or prospective duties;
- B. Pay for part or all of any necessary expenses incurred by an instructor, employee, or other participant in an internal or external training, staff development, or educational program, such as salary, travel and living expenses, training stipend, and expense of training materials; and
- C. Contract with another state, local, or federal department, agency, or institution, including a state-supported college or university, to:
 - 1. Train or educate TDCJ administrators and employees; or
 - 2. Join in presenting a training or educational program.

V. Training Schedules

Each division within the TDCJ conducting training courses registered in the TDCJ training database shall ensure schedules of such training courses, including descriptions of the courses, are available to employees in accordance with ED-12.10, "Training Records and Database." Such schedules shall ensure employees are aware of opportunities to enhance professional development.

All training curriculum that addresses federal or state law requirements shall be submitted to the Office of the General Counsel for review and approval at least 90 days prior to the date of the scheduled training.

VI. Specific Training and Staff Development Programs

Questions relating to employee participation in any training and staff development program not described within this directive shall be directed to the training or staff development proponent conducting or sponsoring the program.

A. Direct Hire Session

Direct Hire Session training provides new TDCJ employees with the opportunity to complete all employment related forms, obtain TDCJ ID cards, and view the TDCJ's required videos on various employment topics.

1. Participation Requirements

- a. An employee shall attend a Direct Hire Session the first day of employment or reemployment. TDCJ division-specific pre-service training shall also include the Direct Hire Session on day one.
- b. TDCJ contract employees and interns do not attend a Direct Hire Session.

2. Coordination

- a. The HRSD program area shall develop the core curriculum and direct hire packets.
- b. The Human Resources Administrative Support Section, Human Resources Division shall determine the following:
 - (1) The location of the Direct Hire Session sites, other than division-specific pre-service training sites; and
 - (2) Whether the Direct Hire Session will be conducted by the human resources representative for that site, the appropriate human resources regional coordinator, or a designee who has been trained by the human resources regional coordinator to conduct the session.
- c. The human resources representative shall:
 - (1) Be prepared to conduct the Direct Hire Session if necessary; and

- (2) Coordinate employee participation.

3. Topics

The Direct Hire Session shall be conducted in accordance with the lesson plans provided by the HRSD program area. During the Direct Hire Session, a newly hired or rehired employee shall:

- a. Receive and review the employee direct hire packet;
- b. Receive the TDCJ policy on fraud, ED-02.02, "Fraud Prevention, Detection, and Reporting";
- c. Be informed about employee benefits;
- d. Receive training regarding Sensitive Personal Information;
- e. Receive Wage and Hour Training;
- f. Receive Cybersecurity Awareness Training; and
- g. Participate in Standard Employment Discrimination Training, including:
 - (1) Reviewing TDCJ policies and procedures prohibiting discrimination, including sexual harassment; and
 - (2) Viewing the current *Executive Director's Statement on Illegal Discrimination, Equal Employment Opportunity Training and Advisory Council on Ethics* training video.

4. Documentation of Participation

An employee who has attended the Direct Hire Session shall sign the PERS 191, New Employee Document Receipt (Attachment A) verifying the employee has:

- a. Received various documents included in the employee direct hire packet; and
- b. Attended Standard Employment Discrimination Training that included viewing the current *Executive Director's Statement on Illegal Discrimination, Equal Employment Opportunity Training and Advisory Council on Ethics* training video.

B. Orientation Session

Orientation Session training is separate from Direct Hire Session training. The Orientation Session promotes understanding and use of TDCJ programs, policies, and operations and fosters positive perceptions of the TDCJ.

1. Participation Requirements

- a. The Orientation Session shall be incorporated into TDCJ division-specific pre-service training. A TDCJ employee who does not complete TDCJ division-specific pre-service training shall participate in an Orientation Session no later than 30 calendar days after most recent hire date.
- b. A TDCJ contract employee shall participate in an Orientation Session within 30 calendar days of reporting to the unit or department of assignment. The contract employee's supervisor shall immediately notify the unit or department human resources representative when the contract employee reports to the unit or department.
- c. An intern may attend an Orientation Session.
- d. Deviations from the required participation time frames due to mitigating circumstances, such as in-service attendance for direct hired correctional staff, illness, or military duty, shall be approved by the warden or department head in writing and the documentation filed in the miscellaneous section of the employee's unit or department human resources file. In-service attendance for direct hired correctional staff shall take priority over the Orientation Session. The employee or TDCJ contract employee shall be scheduled to attend an Orientation Session as soon as possible upon completion of in-service training or upon returning to work.

2. Coordination

Dependent upon the location of the Orientation Session site, either the human resources representative or the human resources regional coordinator shall:

- a. Conduct the Orientation Session or ensure the training is conducted by a designee appointed by the warden or department head, such as a compliance or training officer, who has been trained by the human resources regional coordinator to conduct the session;
- b. Ensure the Orientation Session is conducted according to guidelines established by the HRSD program area;

- c. Coordinate participation by employees and TDCJ contract employees;
- d. Ensure participation by a TDCJ employee assigned to the unit or department is properly recorded in the TDCJ training database; and
- e. Ensure participation by a contract employee assigned to the unit or department is properly recorded on the roster provided by the HRSD program area.

3. Topics

The Orientation Session shall consist of a minimum of eight hours of instruction for employees and include the following general topics:

- a. The TDCJ's mission and statutory duties;
- b. Organization and functions of the statutory divisions within the TDCJ;
- c. Health and safety information;
- d. Security issues, including the TDCJ's prohibitions regarding relationships and sexual misconduct with offenders;
- e. Other department-specific issues; and
- f. Human resources policies and related matters.

The employee conducting the Orientation Session shall ensure TDCJ contract employees are excused prior to the presentation of human resources policies and related matters.

4. Division- and Department-Specific Orientation

- a. If the employee's position is a clerical or other support staff position assigned to a unit that does not require attendance at the TDCJ Correctional Institutions Division (CID) Pre-Service Training Academy (PSTA), the employee shall attend a 32 hour Correctional Awareness class conducted, coordinated, and monitored by the CTSD Department no later than 30 calendar days after most recent hire date. The requirement for all clerical and support staff assigned to a unit to receive 40 hours of orientation training will be accomplished through attendance in an eight hour Direct Hire Session and completion of a 32 hour Correctional Awareness class. The employee will be considered in trainee status until they attend a Correctional Awareness class. This class is a condensed version of the PSTA designed to

promote security awareness and includes an overview of the correctional field. If attendance in a Correctional Awareness class is not feasible due to a scheduling conflict, the warden or department head shall ensure the employee attends the next scheduled Correctional Awareness class.

- b. An employee's division or department may provide additional orientation training or information in excess of the orientation training referenced within this directive. Each division or department shall maintain the materials used for such additional orientation training or information.

C. Additional Standard Training Requirements

TDCJ employees shall attend all required standard training no later than 30 calendar days after most recent hire date, and TDCJ contract employees and interns shall attend within 30 calendar days of reporting to the unit or department of assignment. The required standard training for TDCJ employees, contract employees, and interns includes the following:

1. Employment Discrimination Training

- a. TDCJ employees receive Employment Discrimination Training during the Direct Hire Session as discussed in Section VI.A.
- b. Contract Employees and Interns

The human resources representative shall ensure that TDCJ contract employees and interns who are assigned to the unit or department view the *Executive Director's Statement on Illegal Discrimination, Equal Employment Opportunity Training* and *Advisory Council on Ethics* training video and complete the PERS 508, Standard or Supplemental Employment Discrimination Training Contract Employee or Intern Acknowledgment Form (Attachment B) after viewing the video.

The human resources representative shall maintain the PERS 508 in a separate unit or department file for contract employees and interns.

2. Cybersecurity Awareness Training

- a. TDCJ employees receive Cybersecurity Awareness Training during the Direct Hire Session as discussed in Section VI.A.

b. Contract Employees and Interns

The human resources representative shall ensure that TDCJ contract employees and interns who are assigned to the unit or department view the Cybersecurity Awareness training video and complete the EMPL3, Data Use and Non-Disclosure Agreement (Attachment D), after viewing the video.

The human resources representative shall maintain the EMPL3 in a separate unit or department file for contract employees and interns.

3. Safe Prisons/PREA Training

a. Unit Assigned Employees

All unit assigned employees shall receive Safe Prisons/PREA Training, in accordance with federal PREA Standard 115.31, through required attendance at the PSTA or Correctional Awareness training by viewing the *Safe Prisons/PREA in Texas* training video and completing the PERS 632, Standard or Supplemental Safe Prisons/PREA Training Employee Acknowledgment Form (Attachment E) after viewing the video.

The human resources representative shall forward the PERS 632 to Employee Services, Human Resources Headquarters, for imaging into the employee's master human resources file, and retain a copy of the PERS 632 pending confirmation of imaging completion.

b. Unit Assigned Contract Employees and Interns

All unit assigned contract employees and interns shall report to the unit safe prisons program manager in coordination with the human resources representative at their unit of assignment to receive Safe Prisons/PREA Training, in accordance with federal PREA Standard 115.31, by viewing the *Safe Prisons/PREA in Texas* training video and completing the PERS 631, Standard or Supplemental Safe Prisons/PREA Training Contract Employee or Intern Acknowledgment Form (Attachment F) after viewing the video.

The human resources representative shall maintain the PERS 631 in a separate unit or department file for contract employees and interns.

D. Supplemental Training Requirements

TDCJ employees, contract employees, and interns shall attend the following required supplemental training at least every two years of employment:

1. Employment Discrimination Training

The human resources representative shall ensure all TDCJ employees, contract employees, and interns who are assigned to the unit or department view the *Executive Director's Statement on Illegal Discrimination, Equal Employment Opportunity Training* and *Advisory Council on Ethics* training video at least every two years in accordance with instructions provided by the HRSD program area and complete the PERS 570, Standard or Supplemental Employment Discrimination Training Employee Acknowledgment Form (Attachment C) or PERS 508, Standard or Supplemental Employment Discrimination Training Contract Employee or Intern Acknowledgment Form after viewing the video.

The human resources representative shall forward the PERS 570 to Employee Services, Human Resources Headquarters, for imaging into the employee's master human resources file, and retain a copy of the PERS 570 pending confirmation of imaging completion.

The human resources representative shall maintain the PERS 508 in a separate unit or department file for contract employees and interns.

2. Cybersecurity Awareness Training

The human resources representative shall ensure all TDCJ employees, contract employees, and interns who are assigned to the unit or department view the Cybersecurity Awareness training video at least every two years in accordance with instructions provided by the HRSD program area and complete the EMPL3, Data Use and Non-Disclosure Agreement, after viewing the video.

The human resources representative shall forward the EMPL3 for all employees to Employee Services, Human Resources Headquarters, for imaging into the employee's master human resources file, and retain a copy of the EMPL3 pending confirmation of imaging completion.

The human resources representative shall maintain the EMPL3 in a separate unit or department file for contract employees and interns.

3. Safe Prisons/PREA Training

a. Unit Assigned Employees

All unit assigned employees shall receive Safe Prison/PREA Training, in accordance with federal PREA Standard 115.31, through the annual Staff Survivor training or in-service training by viewing the *Safe Prisons/PREA in Texas* training video and completing the PERS 632 after viewing the video, which exceeds the federal requirement of every two years.

The human resources representative shall forward the PERS 632 to Employee Services, Human Resources Headquarters, for imaging into the employee's master human resources file, and retain a copy of the PERS 632 pending confirmation of imaging completion.

b. Unit Assigned Contract Employees and Interns

All unit assigned contract employees and interns shall receive Safe Prisons/PREA Training every two years, in accordance with federal PREA Standard 115.31, by reporting to the unit safe prisons program manager in coordination with the human resources representative at their unit of assignment to view the *Safe Prisons/PREA in Texas* training video and complete the PERS 631 after viewing the video.

The human resources representative shall maintain the PERS 631 in a separate unit or department file for contract employees and interns.

E. Compliance Employment Discrimination Training

The Texas Workforce Commission-Civil Rights Division (TWC-CRD) may provide compliance employment discrimination training services to the TDCJ through an interagency contract. If the TDCJ provides compliance training using a person or state agency not included on the TWC-CRD list of pre-approved training programs, the training provider and the training program to be used shall be reviewed and approved for compliance in accordance with TWC-CRD standards.

1. An employee may be required to attend and complete this training if the employee has been disciplined for an EEO rule violation or a sustained external EEOC or TWC-CRD complaint.
2. Other employees may be required to attend and complete this training as deemed appropriate by the manager of Employee Relations and approved by the human resources director.

3. The HRSD program area shall coordinate training attendance through written notification to the warden or department head and human resources representative no less than 30 calendar days prior to the class date. The HRSD program area shall record completion of this training for all participants in the TDCJ training database.
4. The warden or department head shall inform the employee of the date and time to attend the Compliance Employment Discrimination Training. If the location of the training is outside the local area of an employee's assigned duty station, the time the employee is required to travel to and from the training shall be reported as time worked. Eligible travel expenses shall be reported in accordance with state travel regulations and TDCJ policies.

F. Additional Required Training

TDCJ employees who have minimal contact with offenders, as determined by each division director or designee, shall receive 16 hours of training every fiscal year.

1. Available Training Classes

The TDCJ offers training classes to all employees. Class options may include the following:

- a. Core Values (by division);
- b. Diversity;
- c. Staff Survivor;
- d. HRTS Refresher (supervisors only);
- e. Employee Wellness;
- f. Monthly Safety Trainings; or
- g. Security Awareness.

2. Optional Training Classes

Any remaining hours needed to meet the 16 hour training requirement are the responsibility of each division, and include the following training options:

- a. Division-specific topics determined by each division director;
- b. Information Technology Division computer classes;

- c. Employee Assistance Program webinars;
- d. Employee Retirement System of Texas webinars;
- e. Federal Emergency Management Agency (FEMA) classes;
- f. National Institute of Corrections (NIC) Online Training; or
- g. Continuing education credits.

3. Employee Training Provisions

a. Non-Unit Assigned Employees

All non-unit assigned employees will satisfy the requirement during the employees' first year of employment through the eight hour Direct Hire Session and eight hours of other documented trainings listed above. Documentation for completion will be tracked in accordance with ED-12.10, "Training Records and Database."

b. Unit Assigned Clerical and Support Staff

All unit assigned clerical and support staff will satisfy the requirement through the eight hour Direct Hire Session and 32 hour Correctional Awareness training during the employees' first year of employment, followed by annual attendance at Staff Survivor training provided by the CTSD Department.

c. Employees Required to Attend Annual In-Service Training

All employees required to attend in-service training, as described in AD-12.20, "Implementation and Operation of the TDCJ In-Service Training Program for Uniformed and Non-Uniformed Employees," and PD/POP-1.1.1, "Parole Division Training Standards," will satisfy the requirement through the 40 hour annual in-service training.

G. Supervisory Training

The following trainings are required of all employees in supervisory positions:

1. Wage and Hour Training for Supervisors

All supervisors shall report to their human resources representative to receive Wage and Hour Training within 30 calendar days of the effective date of promotion into their first non-exempt and first exempt supervisory position. The purpose of this block of instruction is to make supervisors aware of their

responsibilities regarding time reporting to ensure compliance with the laws administered by the U.S. Department of Labor and PD-91, "Work Cycles and Compensable Hours of Work."

The promoted supervisor shall complete the PERS 635, Wage and Hour Training for Supervisors (Attachment G), acknowledgment form upon completion of training.

The human resources representative shall ensure a supervisor's completion of the Wage and Hour Training is recorded in the TDCJ training database. The human resources representative shall provide and retain a copy of the PERS 635 pending confirmation of training completion.

2. Sergeant, Food Service, and Laundry Manager Academy

a. Warden Responsibilities and Participation Requirements

Wardens shall ensure that a newly selected sergeant of correctional officers, food service manager (FSM) II-III, or laundry manager (LM) II-III attends the Sergeant, Food Service, and Laundry Manager Academy prior to being assigned to a shift. The HRTS training course and the Principles of Supervision (POS) training course shall be incorporated into the academy. A sergeant, FSM, or LM shall perform non-supervisory functions designated by the unit between the effective date of selection and attendance at the academy.

Upon completion of the Sergeant, Food Service, and Laundry Manager Academy, the warden or designee shall assign the sergeant, FSM II-III, or LM II-III to supervise a specific shift. The warden or designee shall complete the PERS 483, Shift Assignment Form (Attachment H) verifying the date of assignment. The warden or designee and the employee shall sign the form.

b. Instructor Responsibilities

The instructor shall ensure that an employee's completion of the Sergeant, Food Service, and Laundry Manager Academy is recorded in the TDCJ training database.

3. Human Resources Topics for Supervisors Training Course

All newly selected supervisors, other than a newly selected sergeant, FSM II-III, or LM II-III attending the Sergeant, Food Service, and Laundry Manager Academy, shall attend a HRTS training course within 180 calendar days of the selection effective date, unless they have previously attended such training. The monthly PAYTRN18 report produced by the TDCJ training

database identifies all such supervisors and the number of days remaining within the 180 calendar day period to meet this requirement.

a. Human Resources Representative Responsibilities

The human resources representative shall:

- (1) Print the monthly PAYTRN18 report and provide the report to the warden, department head, or parole regional director; and
- (2) At the direction of the warden, department head, or parole regional director, enroll an employee in the HRTS training course via the TDCJ training database.

b. Warden, Department Head, or Parole Regional Director Responsibilities

The warden, department head, or parole regional director shall use the monthly PAYTRN18 report to ensure newly hired, rehired, or promoted supervisors attend a HRTS training course within 180 calendar days of hire or promotion, unless they have previously attended such training. In addition, the warden, department head, or parole regional director shall ensure other supervisors attend as needed, such as an employee who was selected for a supervisory position prior to implementation of the HRTS requirement.

c. Instructor Responsibilities

The instructor shall ensure a supervisor's completion of the HRTS training course is recorded in the TDCJ training database, unless the supervisor is a sergeant, FSM II-III, or LM II-III attending the Sergeant, Food Service, and Laundry Manager Academy. When completion of the Sergeant, Food Service, and Laundry Manager Academy is recorded, the training database automatically indicates the sergeant, FSM II-III, or LM II-III met the HRTS training requirement.

4. Principles of Supervision Training Course

All newly selected supervisors, other than a newly selected sergeant, FSM II-III, or LM II-III attending the Sergeant, Food Service, and Laundry Manager Academy, shall attend the applicable CTSD or Parole division POS training course within 180 calendar days of the selection effective date, unless they have previously attended such training. The monthly PAYTRN18 report produced by the TDCJ training database identifies all such supervisors and the number of days remaining within the 180 calendar day period to meet this requirement.

a. Human Resources Representative Responsibilities

The human resources representative shall:

- (1) Print the monthly PAYTRN18 report and provide the report to the warden, department head, or parole regional director; and
- (2) At the direction of the warden, department head, or parole regional director, enroll an employee in the POS training course via the TDCJ training database.

b. Warden, Department Head, or Parole Regional Director Responsibilities

The warden, department head, or parole regional director shall use the monthly PAYTRN18 report to ensure newly hired, rehired, or promoted supervisors attend the POS training course within 180 calendar days of hire or promotion unless they have previously attended such training.

c. Instructor Responsibilities

The instructor shall ensure a supervisor's completion of the POS training is recorded in the TDCJ training database, unless the supervisor is a sergeant, FSM II-III, or LM II-III attending the Sergeant, Food Service, and Laundry Manager Academy. When completion of the Sergeant, Food Service, and Laundry Manager Academy is recorded, the training database automatically indicates the sergeant, FSM II-III, or LM II-III met the POS training requirement.

5. PD-71, "Selection System Procedures," Manager's Training (PD-71 Manager's Training)

a. Participation Requirements

An employee shall attend the PD-71 Manager's Training prior to participating in a selection process as one of the following:

- (1) Selection reviewer;
- (2) Primary interviewer;
- (3) Co-interviewer; or
- (4) Additional representative.

b. Human Resources Representative Responsibilities

The human resources representative shall:

- (1) Notify the employee of the need to attend;
- (2) Enter the class into the TDCJ training database;
- (3) Enroll the employee;
- (4) Train the employee using the current curriculum from the HRSD program area; and
- (5) Enter the employee's training as complete in the TDCJ training database when the employee has successfully completed the class.

H. Management and Leadership Training

In order to further enhance management or leadership skills, mid to upper-level supervisors and managers may be nominated by their division director to attend other training sessions developed by or offered through the TDCJ, GCMD, NIC, or other sources that focus on effective supervisory and leadership skills and techniques. A listing of available training courses may be obtained from the HRSD program area. All requests for attendance require a decision memorandum (DM) with appropriate budget approval. Once approval is received, the HRSD program area may be contacted for registration instructions. Participating supervisors and managers shall forward a copy of the completion certificate to the HRSD program area. Upon receipt of the completion certificate, the HRSD program area shall ensure the supervisor's or manager's completion of the course is entered into the TDCJ training database, if applicable.

I. Public Information Training

The executive director shall complete a course of training relating to public information laws. The executive director may designate the public information officer to satisfy this training requirement if the public information officer primarily administers the responsibilities of the *Public Information Act* for the TDCJ. This training is available through the Office of the Attorney General. The executive director or the public information officer shall provide a certificate of course completion to the human resources director. The human resources director shall forward the certificate to the HRSD program area, which shall record the completion of the training in the TDCJ training database.

VII. Designation of TDCJ Instructors

A. Each division within the TDCJ shall designate instructors for specific training within the respective division.

B. Human Resources Topics for Supervisors Trainers

The human resources director and the staff development section director or designee shall designate instructors to conduct the HRTS course and ensure that only the designated instructors teach the HRTS course.

C. Principles of Supervision Trainers

The CTSD and Parole Division Staff Development Department shall certify instructors to conduct the POS course and ensure that only the certified instructors teach the POS course.

Bryan Collier
Executive Director

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
New Employee Document Receipt**

Last Name, First Name, MI	Social Security Number	Date of Employment

Instructions: Write your initials on the line next to each document received.

My initials acknowledge receipt of the documents provided to me during my Direct Hire Session. I understand that it is my responsibility to read these documents, thereby being advised of their contents, and I do agree to abide by the stated laws, standards, rules, and regulations in accordance with my employment with the Texas Department of Criminal Justice. Every effort has been made to ensure that this Direct Hire Packet contains up-to-date policies, procedures, and forms. However, because of the need to periodically alter such policies, procedures, and forms there is no guarantee that all policies, procedures, and forms contained herein are current. The TDCJ reserves the right to change its policies, procedures, and forms at any time. The employee is urged to consult their human resources representative to inquire about updates to such policies, procedures, and forms.

Direct Hire Part 1 – B: Documents Received

- _____ TDCJ Mission, Philosophy, and Hostage Statements (10/10)
- _____ PERS 20, Excerpt from Texas Government Code Chapter 403, Subchapter L Property Accounting (09/02)
- _____ PD-28, "Dress and Grooming Standards" and Attachment A (reduced format) (07/01/2010)
- _____ PERS 19, Notice of Prohibitions (reduced format) (11/14)
- _____ Employee Identification Card and Commissary Service Option System Instructions (02/10)
- _____ Wage and Hour Training Handout (05/15/2015)
- _____ I have viewed the *Wage and Hour Training* video, September 2016
- _____ Direct Deposit Authorization and Instructions (04/2014)
- _____ Employee Paycard Authorization (12/2013) and Instructions (11/2013)
- _____ ED-02.01, "TDCJ Ethics Policy" (reduced format with attachment) (12/03/2015)
- _____ Notice of Standards of Conduct (11/01/2014)
- _____ ED-02.02, "Fraud Prevention, Detection, and Reporting" (reduced format) (11/12/2009)
- _____ I have viewed the *Inside Job* video (2007)
- _____ 2016-2017 HIV and Hepatitis Annual Update
- _____ Workers' Compensation Coverage IOC (11/01/2007)
- _____ Notice to Employees Concerning Workers' Compensation in Texas in English and Spanish (reduced format)(01/13)
- _____ SORM Publication, *Workers' Compensation Benefits for State Employees Brochure* (08/03/07)
- _____ IMO Med-Select Employee Network Notification Packet (08/06/14)
- _____ Employee Assistance Program
- _____ TDCJ Random Drug Testing Program Announcement (09/01/2016)
- _____ PERS 382, Domestic Violence Definitions (09/2010)
- _____ PD-13, "Sexual Harassment and Discourteous Conduct of a Sexual Nature" (reduced format without attachments) (05/01/2017)
- _____ Excerpt from PD-22, "General Rules of Conduct and Disciplinary Action Guidelines for Employees" (reduced format) (01/01/2017)
- _____ PD-27, "Employment Status Pending Resolution of Criminal Charges or Protective Orders" (reduced format) (08/01/2015)
- _____ PD-30, "Employee Grievance Procedures" (reduced format without attachments) (11/01/2009)
- _____ PD-31, "Discrimination in the Workplace" (reduced format without attachments) (11/01/2014)
- _____ FMLA Poster, Employee Rights and Responsibilities (04/16)
- _____ The Executive Director's letter on Equal Employment Opportunity and Zero Tolerance for Discrimination, including Sexual Harassment (01/02/2017)
- _____ I have viewed *The Executive Director's Statement on Illegal Discrimination, Equal Employment Opportunity Training and Advisory Council on Ethics* training video, January 2017

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
New Employee Document Receipt**

Last Name, First Name, MI	Social Security Number	Date of Employment

Direct Hire Part 2 – B: Documents Received

- _____ ERS publication – Retirees Who Return to Work (4 pages, 05/03/2016)
- _____ Benefit Replacement Pay, Longevity Pay, Hazardous Duty Pay, and Vacation Accrual Rates for Working Retirees (09/01/2014)
- _____ Estimated Insurance Calculation Worksheet (09/01/2016) (calculated and provided by instructor)
- _____ Voluntary Accidental Death and Dismemberment (AD&D) Premium Chart (01/01/2015)
- _____ ERS publication – New Employee Benefits Guide Plan Year 2017 (ERS Booklet provided by instructor)
- _____ Automatic 401(k) Enrollment – Employee Announcement (09/01/2016)
- _____ ERS Summary of Notice of Privacy Practices (HIPAA Short Form)
- _____ Continuation Coverage Notification (COBRA) (5 pages, 07/2014))
- _____ Health Insurance Marketplace Notice (2 pages, 10/01/2013)

Employee Signature

Date

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.

**Texas Department of Criminal Justice
Standard or Supplemental Employment Discrimination Training
Contract Employee or Intern Acknowledgment Form**

Contract Employee or Intern Month/Day of Birth: _____ mm/dd	Unit/Department: _____
Contract Employee or Intern Name: (Please Print) Last First MI	

I hereby acknowledge that on this date I have attended the Standard or Supplemental Employment Discrimination Training provided by the TDCJ, which included viewing the *Executive Director's Statement on Illegal Discrimination, Equal Employment Opportunity Training and Advisory Council on Ethics* training video.

Contract Employee or Intern Signature

Date (mm/dd/yyyy)

Note to Contract Employee or Intern: 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.

Form Distribution:
Original - Separate Unit or Department File for Contract Employees or Interns

**Texas Department of Criminal Justice
Standard or Supplemental Employment Discrimination Training
Employee Acknowledgment Form**

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

I hereby acknowledge that on this date I have attended the Standard or Supplemental Employment Discrimination Training provided by the TDCJ, which included viewing the *Executive Director's Statement on Illegal Discrimination, Equal Employment Opportunity Training and Advisory Council on Ethics* training video.

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.

Form Distribution:
Original - Employee's Master Human Resources File

TEXAS DEPARTMENT OF CRIMINAL JUSTICE DATA USE AND NON-DISCLOSURE AGREEMENT

NAME: _____ SSN: _____

ORGANIZATION: _____ DEPT: _____

POSITION: _____

PLEASE READ THE FOLLOWING AGREEMENT CAREFULLY AND COMPLETELY BEFORE SIGNING.

This Agreement applies to employees, contract employees, consultants, vendors, interns, and volunteers of the Texas Department of Criminal Justice (hereafter referred to as "TDCJ") who handle confidential and sensitive information, including financial, medical, personnel, criminal justice, or student data and pertains to all state-owned or controlled information resources. The purpose of this Agreement is to inform you of your principal obligations concerning the use of TDCJ information resources, and to document your Agreement to abide by these obligations.

"Information Resources" has the meaning defined in Texas Government Code § 2054.003(7) as ". . .the procedures, equipment, and software that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information, and associated personnel including consultants and contractors." Additionally, data impacted by the aforementioned is included as information resources.

Under 1 Texas Administrative Code § 202.22(3), "the user of an information resource has the responsibility to:

- (A) use the resource only for the purpose specified by the agency or information-owner;
- (B) comply with information security controls and agency policies to prevent unauthorized or accidental disclosure, modification, or destruction; and
- (C) formally acknowledge that they will comply with the security policies and procedures in a method determined by the agency head or his or her designated representative."

CONFIDENTIAL AND SENSITIVE INFORMATION:

As an employee, contract employee, consultant, vendor, intern, or volunteer of the TDCJ, you may have access to confidential or sensitive information through use of TDCJ information resources or through your associated activities with TDCJ information systems. Confidential and sensitive information includes identifying information, federal tax information, personal health information, criminal justice information, or any information that is classified as confidential or sensitive by federal or state law, by TDCJ policy, or is defined as "Personal Identifying Information" under Texas Business and Commerce Code § 521.002(a)(1) or "Sensitive Personal Information" as defined by Texas Business and Commerce Code § 521.002(a)(2).

As a user of TDCJ systems, you are required to conform to applicable laws and TDCJ policies governing confidential and sensitive information.

Your principal obligations in this area are outlined below. You are required to read and to abide by these obligations.

I UNDERSTAND THAT:

I may have access to confidential and sensitive information related to:

- Customers, employees, users, contractors, and volunteers. This may include records, conversations, applications, or financial information by which the identity of a person can be determined, either directly OR indirectly.
- TDCJ functions such as, information protected by the attorney-client and attorney work product privilege, financial information, employment records, contracts, federal tax information, internal reports, memos and communications.
- Third parties to include vendor and customer information and contracts.

I AGREE THAT:

- I will, at all times, safeguard and retain the confidentiality, integrity, and availability of confidential and sensitive information.
- I will only access confidential and sensitive information for business needs.
- I will not in any way divulge, copy, release, sell, loan, review, alter, or destroy any confidential or sensitive information except as authorized.
- I will not misuse or carelessly handle confidential and sensitive information.
- I will encrypt confidential and sensitive information when appropriate, including when emailing such information outside the TDCJ and when storing such information on portable electronic devices and portable storage devices.
- I will safeguard and not disclose my password or other authorization I have that allows me to access confidential and sensitive information, except as permitted by law.
- I will report activities by any other individual or entity that I suspect may compromise the confidentiality, integrity, or availability of confidential and sensitive information.
- My privileges hereunder are subject to periodic review, revision, and if appropriate, renewal.
- I have no right or ownership interest in any confidential or sensitive information referred to in this Agreement. The TDCJ may revoke my access to confidential and sensitive information at any time and without notice.

AUTHORIZED USE – I AGREE THAT:

- I will use information resources only for official state-approved business.
- I will not use information resources for personal reasons unless there are specific limited use exceptions permitted by the TDCJ division to which I am assigned.
- I have no right to expect privacy in my use of TDCJ information resources or in the content of my communications sent or stored in TDCJ information resources. All user activity is subject to monitoring, logging, and review.
- I will NOT attempt to circumvent the computer security system by using or attempting to use any transaction, software, files or resources I am not authorized to use.

PERSONAL SECURITY IDENTIFICATION CODES (USER ID'S AND PASSWORDS) - I AGREE THAT:

- I will receive and be required to use a personal security identification code (user ID and password) to gain access to and to utilize information resources.
- My user ID and password are security measures that must be used only by me and I will not disclose my password to anyone. The only exception is in the event an information technology specialist requires the password to resolve an access problem. Once the problem has been corrected, I will immediately change my password.
- I will be held personally responsible for any transactions initiated, actions taken, or for any harm, loss, or adverse consequences arising from the use of my user ID and password, including any unauthorized use by a third party if such party gains access to my user ID and password due to my misconduct or failure to abide by TDCJ policy.

COPYRIGHTED MATERIAL - I AGREE THAT:

- Any copyrighted material, including but not limited to commercial computer software, which may be made available, is protected by copyright laws and is NOT to be copied for any reason without permission from the copyright holder.
- I will only install or use software on TDCJ computers that has been properly licensed and approved for my use in accordance with TDCJ policies and procedures.
- If installing or authorizing the installation of software on TDCJ computers, I will be responsible for ensuring that such software is only used in a manner that complies with the terms of the applicable software license agreement and all applicable TDCJ policies and procedures.

ACCESS TO DATA - I AGREE THAT:

- Proper authorization is required for access to all data owned by TDCJ, except data that has been authorized by the TDCJ for public access.
- I will not attempt to access or alter any data that I am not authorized to access in the performance of my job duties.
- I will not use TDCJ information resources to review, alter, or otherwise act to obtain access to information about myself, or any relative, friend, or business associate.
- I will use appropriate measures to prevent others from obtaining access to TDCJ data, such as securing my workstation either by logging off or using a password-protected screen saver.
 - I will logoff or activate a password-protected screen saver, before leaving a workstation with access to files containing confidential or sensitive information.
 - I will follow TDCJ policies and procedures for the release of information, if I receive a request for the release of TDCJ information or data.

SECURITY OF EQUIPMENT - I AGREE THAT:

- I will not remove information resources from TDCJ property without prior authorization and approval from the appropriate authority.
- I will immediately report all security incidents, including the loss or theft of any information resources or data, to TDCJ management and to the TDCJ information security officer.

I AGREE THAT:

- I am required to be aware of, read, and comply with the information in the TDCJ Information Security Policy found at http://itd.tdcj.texas.gov/TDCJ_Intranet/docs/Information_Resource_Security_Program.pdf
- I must comply with the policies concerning information resources set out in the TDCJ policies and procedures manual, as well as any changes to those policies.
- I must comply with the information security policies, standards, and guidelines of the TDCJ y division that employs me, including any changes to those policies, standards, and guidelines.
- My failure to comply with this Agreement may result in loss of access privileges to TDCJ information resources or other disciplinary action up to and including termination for employees; termination or alteration of employment relations in the case of temporaries, contractors, or consultants; or dismissal for interns and volunteers. Additionally, I could also be subject to civil liability and/or criminal charges, including "Breach of Computer Security" as defined in the Texas Penal Code § 33.02.

Signature: _____

Date: _____

Note to Employee, Contract Employee, Consultant, Vendor, Intern, or Volunteer: 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 of Original Form:
Employee: Master human resources file
Contract Employee or Intern: Separate unit or department file
Consultant or Vendor: Appropriate department or division
Volunteer: Volunteer Services department

**Texas Department of Criminal Justice
Standard or Supplemental Safe Prisons/PREA Training
Employee Acknowledgment Form**

Employee Month/Day of Birth: _____ mm/dd	Unit/Department: _____
Employee Name: _____ (Please Print) Last First MI	
Employee SSN: _____	Training Site: _____

I hereby acknowledge that on this date I have attended the Standard or Supplemental Safe Prisons/PREA Training provided by the TDCJ, which included viewing the *Safe Prisons/PREA in Texas* training video.

I further acknowledge that I have a continuing affirmative duty to disclose if I:

1. Engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution; or
2. Have been civilly or administratively adjudicated or convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to refuse.

Carefully read the following and check the appropriate box.

I have NOT engaged in the actions described in items 1 or 2 of this form.

I have engaged in the actions described in items 1 or 2 of this form.

My signature on this form certifies that I understand the training and information I have received.

Employee Signature

Date (mm/dd/yyyy)

Form Distribution:
Original – Employee’s Master Human Resources File

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.

**Texas Department of Criminal Justice
Standard or Supplemental Safe Prisons/PREA Training
Contract Employee or Intern Acknowledgment Form**

Contract Employee or Intern Month/Day of Birth: _____ mm/dd	Unit/Department: _____
Contract Employee or Intern Name: (Please Print) _____ Last First MI	
Contract Employee or Intern SSN: _____	Training Site: _____

I hereby acknowledge that on this date I have attended the Standard or Supplemental Safe Prisons/PREA Training provided by the TDCJ, which included viewing the *Safe Prisons/PREA in Texas* training video.

I further acknowledge that I have a continuing affirmative duty to disclose if I:

1. Engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution; or
2. Have been civilly or administratively adjudicated or convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to refuse.

Carefully read the following and check the appropriate box.

I have NOT engaged in the actions described in items 1 or 2 of this form.

I have engaged in the actions described in items 1 or 2 of this form.

My signature on this form certifies that I understand the training and information I have received.

Contract Employee or Intern Signature

Date (mm/dd/yyyy)

Form Distribution:
Original – Separate Unit or Department File for Contract Employees or Interns

Note to Contract Employee or Intern: 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.

Wage and Hour Training for Supervisors

Supervisor's responsibilities include:

- Ensuring all hours worked by staff are verified and recorded correctly
- Informing staff of their designated work area, where to report by the beginning of shift, and time to report to work area
- Ensuring staff only work hours designated by their schedule card and shift and do not work outside these hours without prior approval
 - Non-exempt employees cannot arrive early and work before scheduled start time, without prior approval
 - Non-exempt employees cannot stay late and work beyond scheduled time to be off, without prior approval
 - Non-exempt employees cannot work through a designated meal break, without prior approval
 - Disciplinary action may be taken when employees work outside of regularly scheduled work hours without prior approval
- Managing overtime
- Ensuring all PERS 534 forms submitted are reviewed for accuracy, signed, and submitted to the human resources representative as soon as possible and by payroll deadlines

Additional information relating to time reporting, management, and tracking will be provided during Human Resources Topics for Supervisors (HRTS) Training.

Minimum Wage

Current federal minimum wage is \$7.25. All Texas Department of Criminal Justice (TDCJ) position salaries are higher than the federal minimum wage.

Child Labor Requirements

The Department of Labor (DOL) requires employees to be at least 16 years of age to work in most non-farm jobs. TDCJ applicants must be at least 18 years of age to qualify for hire with the TDCJ.

Improper & Illegal Deductions

All deduction allowances are mandated by legislation and verified by the Texas Comptroller's Office. If an improper, unapproved, or illegal deduction is submitted, the Comptroller's Office will not process the transaction.

Complaint Process

For complaints relating to employment, wages, or hours, refer employees to the TDCJ Human Resources Intake Office. Additional information can be found in PD-91, "Work Cycles and Compensable Hours of Work," or PD-30, "Employee Grievance Procedures."

Human Resources Intake Office (936) 437-4240

By signing below, I verify that I have received the Wage and Hour Training for Supervisors. I understand that it is my responsibility as a supervisor to ensure that all time worked is verified, recorded accurately, and follows the appropriate approval process. I understand that the Texas Department of Criminal Justice takes this responsibility seriously and employees who falsify time are subject to disciplinary action, up to and including termination of employment. I am aware that I am responsible for reading this Wage and Hour Training for Supervisors handout and contacting my human resources representative with specific questions.

Employee's Printed Name

Payroll Title

Unit/Dept

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.

Texas Department of Criminal Justice
SHIFT ASSIGNMENT FORM

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

Unit of Assignment: _____ Position: _____

Date of Selection: _____
(MM/DD/YYYY)

Date Completed Sergeant, Food Service, and Laundry Manager Academy: _____
(Add to training database) (MM/DD/YYYY)

Date of Shift Assignment: _____ Assigned Shift: First Second Third
(MM/DD/YYYY)

Warden Signature

Date (MM/DD/YYYY)

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.

Form Distribution: Original - Human Resources Representative's File
Copy – Employee