



SUBJECT: Addendum to PD-03, "Employee ID Cards"

Effective April 1, 2025, PD-03, "Employee ID Cards" (rev. 07) is revised to allow same-day requests for the issuance of employee ID cards as soon as they notify their respective human resources specialist. This revision eliminates the previous seven-day waiting period for employees who report their ID cards lost or stolen. ID cards may immediately be issued at capable locations.

If you have any questions, please contact Recruiting and Hiring, Human Resources, at 936-437-3250.

Authority: Mary Babcock  
Director,  
Human Resources Division



SUBJECT: Addendum to PD-79, "Employee Transfers, Reassignments, and Temporary Assignments" (rev. 8)

Effective April 1, 2025, PD-79, "Employee Transfers, Reassignments, and Temporary Assignments" (rev. 8) is amended to introduce a conditional transfer restriction for Correctional Career Position (CCP) employees during their probationary period. This amendment restricts probationary CCP employees from transfer, except in emergency situations.

If you have any questions, please contact Recruiting and Hiring Section, Human Resources, at 936-437-4141.

Authority: Mary Babcock  
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