

PD-79 Addendum published via Mainframe email, effective immediately

Message ID: 003178

Date: 02/11/2022

TO: All Personnel Manual Holders

FROM: Patty Garcia  
Director,  
Human Resources Division

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

Effective immediately, PD-79, "Employee Transfers, Reassignments, and Temporary Assignments" (rev. 8) is revised to indicate that a Correctional Career Position (CCP), as defined by policy, may be administratively reassigned, granted a CO emergency transfer, or may request reassignment while on disciplinary probation. The PERS 195, "TDCJ Request for Transfer Correctional Career Position to Correctional Officer or District Parole Officer to District Parole Officer" will be revised to reflect these revisions.

**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 in a CCP 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 lateral transfer to a same or lower salary rate or voluntary demotion.

All human resources representatives are requested to post this email addendum in a common use area. All personnel manual holders are requested to insert this email addendum in front of PD-79. PD-79 is currently in revision to include this procedural change.

If you have any questions, please contact Mandy Flinn, Manager IV, Employment and Support Services, at 936-437-4136.

Authority: Patty Garcia  
Director,  
Human Resources Division