

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**

**INTER-OFFICE COMMUNICATIONS**

<b>TO</b>	<u>Personnel Policy Manual Holders</u>	<b>DATE</b>	<u>October 1, 2018</u>
<b>FROM</b>	<u>Patty Garcia</u> Director, Human Resources Division	<b>SUBJECT</b>	<u>October 2018</u> Personnel Manual Update

Please update your Personnel Manual as follows effective October 1, 2018.

**NUMERICAL INDEX:**

**Remove** the existing Numerical Index dated September 1, 2018.

**Insert** the revised [Numerical Index](#) dated October 1, 2018.

**EXECUTIVE DIRECTIVE:**

**PD-80, “Outside Employment” (rev. 6)**

- Policy statement revised to be consistent with current language.
- Revised definitions for Conflict of Interest, Employee, and Work Cycle.
- Section I.C: Added language that an employee may not work in outside employment while on medical leave if the outside employment has similar duties or physical requirements.
- Section II: Revised distribution of original approved or disapproved PERS 398 for various salary groups and Office of the Inspector General employees.
- Attachment A, Instructions: Revised to be consistent with language in directive.
- Grammatical and formatting updates were made.

If you have any questions, please contact Amanda Flinn, Manager II, Employment at (936) 437-4060.

**Remove** the existing PD-80.

**Insert** the revised [PD-80](#).

If you have any questions regarding this update or need assistance concerning your Personnel Manual, please contact Kristy Jeter at (936) 437-4049 (Email User ID KJE3473).

PG: clh

Attachments