

SUBJECT

DIRECTIVE

TDCJ PERSONNEL MANUAL

A

Academy Rules (Trainee Management) PD-33

Accelerated Correctional Officer Career Ladder PD-72

Administrative Leave for Outstanding Performance (ALOP) PD-53

Administrative Leave with Pay PD-49

Administrative Reassignments PD-79

Administrative Separation PD-24

Adoption, Use of Sick Leave for PD-46

Adverse Weather Policy PD-49

Aggravated Use of Excessive Force Provision PD-22

Alcohol Dependency (Employee Assistance Program) PD-20

Alcohol/Drug Testing (Commercial Drivers) PD-37

Alcohol/Drug Testing PD-17

Amateur Radio Operators, Leave for PD-49

American Red Cross Volunteer, Administrative Leave for PD-49

Americans with Disabilities Act and Employment of Persons with a
 Permanent or Long-Term Medical Condition PD-14

Annual (Vacation) Leave Credit, Converting to Retirement Credit PD-44

Annual Performance Evaluation PD-52

Appearances of Impropriety (Relatives in positions) PD-26

Applicant-Flow Reporting Form (Selection System Procedures) PD-71

Applicants with a Felony/Misdemeanor Conviction PD-75

Applicants with Pending Criminal Charges or Prior Criminal Convictions PD-75

Applicants, Selection Criteria for Correctional Officer PD-73

Application Procedures for ERS Retirees (Reemployment of Retirees) PD-84

Application Procedures for Posted Positions (Selection System Procedures) PD-71

Arrest of Employee (Employee Duty Status Pending
 Resolution of Criminal Charges or a Protective Order) PD-27

Award, Executive Director’s PD-54

Awards Based on Length of Service PD-53

Awards for Outstanding Service (Employee Recognition) PD-53

Awards, Recognition (Employee Recognition) PD-53

B

“Banked” Hours PD-91

Background Check, Criminal Offense PD-27

Beards, Mustaches, Sideburns (Dress and Grooming Standards) PD-28

Benefit Policy, TDCJ (Board Policy) BP-11.76

Benefit Replacement Pay Eligibility and Leveling PD-47

Benefits, Line of Duty Death PD-42

Blood Donation, Administrative Leave for PD-49

Bone Marrow Donor, Administrative Leave for PD-49

Bonus, Recruitment PD-54

Break Time for Nursing Mothers PD-91

Breaks, Meal/Convenience PD-91

Business Casual Attire (Dress and Grooming Standards) PD-28

SUBJECT**DIRECTIVE****C**

Card Schedules (Work Cycles and Compensable Hours of Work)	PD-91
Career Ladder/Career Program Development (Position Classification Review).....	PD-93
Career Ladder/Career Program Salary Adjustments.....	PD-72
Casual Attire (Dress and Grooming Standards).....	PD-28
Certification of Compliance (Selection System Procedures).....	PD-71
Changes to Work Schedules	PD-91
Classification Review, Position	PD-93
College Program Applicants for Correctional Officers	PD-73
Commercial Driver Certification/Notification and Receipt of Materials Form.....	PD-37
Commercial Drivers Alcohol/Drug Testing Program.....	PD-37
Commercial Drivers Physical Examination Program	PD-37
Compensable Hours of Work, Work Cycles and.....	PD-91
Compensatory Leave	PD-49
Compensatory Time Accrual (Work Cycles and Compensatory Hours of Work)	PD-91
Complaints, Discrimination	PD-31
Complaints, Grievances	PD-30
Complaints, Sexual Harassment	PD-13
Compliance Employment Discrimination Training.....	PD-97
Conditional Offer of Employment (Selection System Procedures)	PD-71
Conduct, Employee General Rules of.....	PD-22
Confidential Information Agreement.....	PD-52
Confidentiality of Information, Consultants and Contract Employees	PD-04
Confidentiality of Offender Information Available to Consultants/Contract Employees	PD-04
Conflict of Interest (Outside Employment)	PD-80
Conflicts of Interest (Relatives in positions)	PD-26
Consultant/Contract Employee Confidentiality Agreement	PD-04
Contract Employee ID Cards	PD-03
Contributions to the Employees Retirement System (ERS)	PD-44
Convenience Breaks (Work Cycles and Compensable Hours of Work)	PD-91
Conviction, Applicants with a Misdemeanor/Felony	PD-75
Correctional Environmental Training	PD-97
Correctional Officer Accelerated Career Ladder.....	PD-72
Correctional Officer Applicants, Selection Criteria for	PD-73
Correctional Officer Career Ladder.....	PD-72
Correctional Officers, Salary Provisions for.....	PD-72
Counseling, Employee Assistance Program	PD-20
Counseling Records, Supervisor to Employee.....	PD-55
Counseling, Supervisor to Employee.....	PD-52
Court-Appointed Special Advocates (CASA), Leave for.....	PD-49
Crime Victim's Election to Allow Public Access to Information (Request for and Release of Employment Information or Documents).....	PD-56
Criminal Charges, Applicants with Pending.....	PD-75
Criminal Charges or a Protective Order, Employee Duty Status Pending Resolution of	PD-27
Criminal Offense Background Check.....	PD-27
Custodial Officer	PD-42
Custodial Officer Certification Eligibility	PD-85
Custodial Officer Certification Eligibility (Board Rule)	BR-151.51

SUBJECT**DIRECTIVE****D**

Deactivation of ID Card for Commissary Purchases, Instructions of	PD-03
Death Benefits	PD-42
Death in Immediate Family, Administrative Leave for	PD-49
Demerit Assessment due to Academy Rule Violation (Trainee Management)	PD-33
Demotions, Disciplinary Actions.....	PD-22
Demotions, Salary Provisions of	PD-72
Differential Pay Leave	PD-76
Direct Deposit and Paycard Programs	PD-92
Direct Hire Session	PD-97
Disability Retirement.....	PD-44
Disciplinary Actions	PD-22
Disciplinary Files, Management of Unit/Department.....	PD-55
Discourteous Conduct of a Sexual Nature	PD-13
Discrimination in the Workplace.....	PD-31
Discrimination, Employment (Board Policy)	BP-02.43
Discrimination, Employment.....	PD-12
Discrimination, Equal Employment Opportunity (Board Policy)	BP-02.43
Discrimination, Equal Employment Opportunity	PD-12
Discrimination, Sexual Harassment.....	PD-13
Disease, Work-Related Communicable Disease Exposure (Workers' Compensation)	PD-45
Dismissal Mediation	PD-35
Dismissals (Guidelines for Employee Disciplinary Actions)	PD-22
Dispute Resolution.....	PD-35
Diversity, Workforce	PD-10
Donated Sick Leave	PD-46
Dress and Grooming Standards	PD-28
Drug Dependency (Employee Assistance Program).....	PD-20
Drug Testing	PD-17
Drug Testing, Commercial Drivers	PD-37
Drug-Free Workplace	PD-17
Duty Point (Work Cycles and Compensable Hours of Work).....	PD-91

E

Educational Programs, Employee Participation in	PD-97
EEO Complaint Form	PD-13
EEO Complaint Form	PD-31
EEO Prehearing Investigation Report.....	PD-13
EEO Prehearing Investigation Report.....	PD-31
EEO Prehearing Investigation Report.....	PD-22
Eligible Survivor.....	PD-42
Emergency Response Log	PD-85
Emergency Transfers	PD-79
Employee Appearances for Jury Service or in Judicial or Legislative Proceedings	PD-57
Employee Assistance Program (EAP)	PD-20
Employee Classification	PD-93
Employee Commercial Drivers' Physical Examination and Alcohol/Drug Testing Programs	PD-37
Employee Duty Status Pending Resolution of Criminal Charges or a Protective Order	PD-27
Employee Exit Interviews.....	PD-07
Employee Grievance Procedures	PD-30
Employee Hearing	PD-22

SUBJECT**DIRECTIVE****E**

Employee ID Cards (and Contract Employee)	PD-03
Employee Information or Documents, Request for and Release of.....	PD-56
Employee Master Medical File, Management of.....	PD-55
Employee Master Personnel File, Management of	PD-55
Employee Medical Files, Management of	PD-55
Employee Offense and Prehearing Investigation Report	PD-22
Employee Organizations, Participation in	PD-23
Employee Performance Log	PD-52
Employee Personnel Files, Management of.....	PD-55
Employee Political Activity and Participation in Employee Organizations	PD-23
Employee Recognition.....	PD-53
Employee Referral, Assistance	PD-20
Employee Salary Administration.....	PD-72
Employee Service Awards.....	PD-53
Employee Transfers and Reassignments	PD-79
Employees General Rules of Conduct	PD-22
Employees Requiring an Assistance Animal, Administrative Leave	PD-49
Employees Retirement System of Texas (ERS)	PD-44
Employment At Will Clause Amendment	N/A
Employment Information or Documents, Request for and Release of	PD-56
Employment of Persons with a Permanent or Long-Term Medical Condition	PD-14
Employment of Relatives (Nepotism Policy)	PD-26
Employment, Correctional Officer Applicants	PD-73
Employment, Outside	PD-80
Employment Preference (Veteran's and Foster Child).....	PD-71
Employment, Reemployment of Retirees	PD-84
Equal Employment Opportunity	BP-02.43
Equal Employment Opportunity.....	PD-12
Ex-Offenders, Employment of (Applicants with Pending Criminal Charges or Criminal Convictions) ..	PD-75
Executive Director's Recruitment Award Program.....	PD-54
Exit Interviews.....	PD-07
Expert Witness on Behalf of the Agency or State (Travel and Per Diem for Employees Serving as)	PD-57
Exposure to Communicable Disease (Workers' Compensation)	PD-45
Eyeglasses, Reimbursement for Breakage due to Offender Altercation.....	PD-45

F

Fact Witness (Leave and Per Diem for Employees Appearing in Judicial Proceedings as).....	PD-57
Family and Medical Leave (FML).....	PD-46
Felony Criminal Charges (Employee Duty Status Pending Resolution of Criminal Charges or a Protective Order).....	PD-27
Financial Problems, Personal (Employee Assistance Program)	PD-20
Fingernails (Dress and Grooming Standards).....	PD-28
Firefighter Training, Administrative Leave for State Volunteer	PD-49
Follow-up Alcohol/Drug Testing.....	PD-17
Food Service Manager Career Ladder	PD-72
Former Employee Information or Documents, Request for and Release of	PD-56
Former Employees, Rehiring (Employee Salary Administration).....	PD-72
Foster Child, Employment Preference	PD-71
Foster Parent, Administrative Leave for.....	PD-49

SUBJECT

DIRECTIVE

G

General Rules of Conduct..... PD-22
Governor’s Center for Management Development (GCMD) Courses PD-97
Grievance Files, Management of Unit/Department PD-55
Grievance Steps PD-30
Grievances, Employee PD-30
Grooming Standards, Dress and PD-28
Guidelines for Employee Disciplinary Actions PD-22

H

Hairstyles (Dress and Grooming Standards)..... PD-28
Hazardous Duty Codes (Board Rule) BR-151.51
Hazardous Duty Codes PD-85
Hazardous Duty Log PD-85
Hazardous Duty Pay Eligibility (Board Rule) BR-151.51
Hazardous Duty Pay Eligibility PD-85
Hearing Aids Reimbursement for Breakage due to Offender Altercation PD-45
Hepatitis B Exposure, Work-Related (Worker’s Compensation) PD-45
HIV Exposure, Work-Related (Workers' Compensation) PD-45
Holiday Leave..... PD-49
Holidays, Schedule of PD-49
Honorarium, Prohibition on Accepting an (Outside Employment) PD-80
Household Goods Move PD-61
Human Resources Policies and Procedures, Development and Distribution..... PD-01
Human Resources Topics for Supervisors (HRTS) Training Session PD-97

I

ID Cards, Employee (and Contract Employee) PD-03
In Lieu of Holiday Request..... PD-49
Independent Dismissal Mediation and Dispute Resolution PD-35
Indictment of Employee (Employee Duty Status Pending
Resolution of Criminal Charges or a Protective Order)..... PD-27
Injury/Illness, Work-Related (Workers' Compensation) PD-45
InnerChange Freedom Initiative Program PD-75
Interagency Transfer, Salary Provisions for PD-72
Interim Performance Evaluations PD-52
Interviews for Posted Positions (Selection System Procedures)..... PD-71

J

Jewelry, Correctional Employees Wearing of (Dress and Grooming Standards)..... PD-28
Job Descriptions (Position Classification Review)..... PD-93
Job Performance Evaluation PD-52
Job Postings PD-71
Judicial Proceedings, Employee Appearances in..... PD-57
Jury Duty, Administrative Leave for PD-49
Jury Service, Employee Appearances for PD-57

SUBJECT

DIRECTIVE

L

Lateral Transfer, Salary Provisions for..... PD-72

Laundry Manager Career Ladder..... PD-72

Learning Disabilities..... PD-14

Leave, Family and Medical PD-46

Leave Related to Employee Appearances for Jury Service or in Judicial or Legislative Hearings PD-57

Leave Status Pending Resolution of Criminal Charges PD-27

Leave With Pay, Administrative (Amateur Radio Operators)..... PD-49

Leave With Pay, Administrative (American Red Cross Volunteer)..... PD-49

Leave With Pay, Administrative (Blood Donation) PD-49

Leave With Pay, Administrative (Bone Marrow Donor)..... PD-49

Leave With Pay, Administrative (Court Appointed Special Advocates)..... PD-49

Leave With Pay, Administrative (For Employees with a Disability) PD-49

Leave With Pay, Administrative (Foster Parents) PD-49

Leave With Pay, Administrative (Jury Duty) PD-49

Leave With Pay, Administrative (Military Training) PD-76

Leave With Pay, Administrative..... PD-49

Leave With Pay, Administrative (National Emergency Duty under Title 10 or 32, USC)..... PD-76

Leave With Pay, Administrative (Organ Donor)..... PD-49

Leave With Pay, Administrative (State Emergency Duty - National Guard)..... PD-76

Leave With Pay, Administrative (State Volunteer Firefighter Training) PD-49

Leave With Pay, Administrative (Urban Search and Rescue)..... PD-49

Leave With Pay, Administrative (Veterans Health Administration Leave) PD-49

Leave With Pay, Administrative (Voting - Statewide Elections) PD-49

Leave With Pay, Administrative (Weather-Related)..... PD-49

Leave With Pay, Administrative for Outstanding Performance (ALOP) PD-53

Leave With Pay, Compensatory PD-49

Leave With Pay, Extended Sick PD-46

Leave With Pay, Holiday..... PD-49

Leave With Pay, Overtime (Use of Accrued)..... PD-49

Leave With Pay, Parental..... PD-46

Leave With Pay, Sick Leave Pool PD-50

Leave With Pay, Sick..... PD-46

Leave With Pay, Vacation PD-49

Leave Without Pay, Criminal History PD-49

Leave Without Pay, Criminal History PD-27

Leave Without Pay, Medical PD-46

Leave Without Pay, Military PD-76

Leave Without Pay, Other PD-49

Leave Without Pay, Parental PD-46

Legal Problems, Personal (Employee Assistance Program)..... PD-20

Legislative Influence, Employee PD-23

Legislative Proceedings, Employee Appearances in PD-57

Letter of Instruction PD-22

Line of Duty Death PD-42

Lobbyist, Employment of PD-23

Log, Employee Performance PD-52

Longevity Pay PD-85

SUBJECT**DIRECTIVE****M**

Makeup (Dress and Grooming Standards).....	PD-28
Management of Employee Personnel and Medical Files.....	PD-55
Marital Problems, Personal (Employee Assistance Program)	PD-20
Master Medical File, Management of.....	PD-55
Master Personnel File, Management of	PD-55
Meal/Convenience Breaks (Work Cycles and Compensable Hours of Work).....	PD-91
Medical Alert Bracelets, Correctional Officers Wearing of	PD-28
Medical and Mental Health Care Leave for Veterans	PD-49
Medical Examiner's Certificate (Commercial Drivers).....	PD-37
Medical Files, Management of Employee Master	PD-55
Medical Files, Management of Unit/Department	PD-55
Medical Leave Without Pay	PD-46
Merit Salary Increases	PD-90
Military Duty, Work Schedule Adjustment for (Work Cycles and Compensable Hours of Work)	PD-91
Military Leave Without Pay	PD-76
Military Training, Administrative Leave for	PD-76
Minimum Qualifications Screening Instructions (Selection System Procedures)	PD-71
Minor Traffic Violations, Examples of.....	PD-27
Misdemeanor Criminal Charges (Employee Duty Status Pending Resolution of Criminal Charges or a Protective Order).....	PD-27
Misuse of Sick Leave.....	PD-46
Moving Household Goods.....	PD-61
Multiple Employments With the State.....	PD-81

N

National Institute of Corrections (NIC) Training Programs	PD-97
Nepotism.....	PD-26
No Rehire Statement.....	PD-22
Non-Custodial Employee.....	PD-42
Notice of Prohibitions and Standards of Conduct, PERS 19	PD-23
Notification of a Protective Order	PD-27
Notification of Administrative Separation Recommendation.....	PD-24
Notification of an Employee Arrest, Criminal Charge or Indictment.....	PD-27
Notification of Interim Remedial Actions	PD-13
Notification of Interim Remedial Actions	PD-31
Notification of Outstanding Warrant for Arrest.....	PD-27
Notification of Unscheduled Use of Leave Pattern	PD-46
Nursing Mothers, Reasonable Break Time for	PD-91

O

Offender Request for Employee Information (Request for and Release of Employee Information or Documents)	PD-56
Officially Closed Roadways, Administrative Leave due to.....	PD-49
On-Call Hours (Work Cycles and Compensable Hours of Work).....	PD-91
On-the-Job Injury (Workers' Compensation)	PD-45
Open Records Training.....	PD-97
Open-Toe Shoes (Dress and Grooming Standards).....	PD-28
Organ Donor, Administrative Leave for (Leaves With Pay).....	PD-49
Orientation Session.....	PD-97

SUBJECT

DIRECTIVE

O

Outside Employment PD-80
 Outstanding Warrants for Arrest (Employee)..... PD-27
 Overtime Authorization (Work Cycles and Compensable Hours of Work) PD-91
 Overtime, Use of Accrued PD-49

P

Parental Leave With Pay, State..... PD-46
 Parental Leave Without Pay, State PD-46
 Parking Spaces Designated for a Handicapped Individual PD-14
 Parole Officer Career Ladder..... PD-72
 Parole Officer Entry Level Training Academy Rules..... PD-33
 Part-time to Full-time and Full-Time to Part-Time Correctional Officer Transfers PD-79
 Paycard Program..... PD-92
 Payroll Actions, Effective Date of (Employee Salary Administration)..... PD-72
 Per Diem Allowance for Employee Appearances in Judicial or Legislative Proceedings PD-57
 Performance Evaluations PD-52
 Performance Log PD-52
 Person-to-Person Exit Interviews for Voluntarily Separating Correctional Officers PD-07
 Personal Injury PD-42
 Personal Problems (Employee Assistance Program)..... PD-20
 Personal Residence, Working at (Work Cycles and Compensable Hours of Work) PD-91
 Personnel Files, Management of Employee Master PD-55
 Personnel Files, Management of Unit/Department..... PD-55
 Personnel Files, Request for Information in PD-56
 Personnel Manuals, Assignment of (HR Policies and Procedures) PD-01
 Physical Examination Program (Commercial Drivers) PD-37
 Physical Fitness Program (Employee Assistance Program) PD-20
 Plaintiff (Leave and Per Diem for Employees Appearing in Judicial Proceedings as) PD-57
 Policies and Procedures, Human Resources PD-01
 Political Activity PD-23
 Political Advertising, Prohibition against Use of Internal Mail System for Distribution of..... PD-23
 Position Classification Review PD-93
 Position Descriptions (Position Classification Review) PD-93
 Position Postings (Selection System Procedures)..... PD-71
 Possible Work-Related Exposure Form..... PD-45
 Post-Accident Alcohol/Drug Testing (Commercial Drivers) PD-37
 Pre-Employment Drug Testing (Commercial Drivers)..... PD-37
 Pre-Employment Test (Written), Correctional Officer Applicants..... PD-73
 Pre-Employment/Pre-Assignment Drug Testing PD-17
 Prehearing Investigation PD-22
 Prescription Drugs, Use of..... PD-17
 Pre-Service Training Academy Rules (Trainee Management) PD-33
 Principles of Supervision (POS) Training Session PD-97
 Priority Placement Consideration (Reduction in Force)..... PD-25
 Probation, Disciplinary (Guidelines for Employee Disciplinary Actions) PD-22
 Professional Attire (Dress and Grooming Standards)..... PD-28
 Promotions, Salary Provisions for PD-72
 Protective Order, Employee Status Pending Resolution of PD-27
 Provisional Appointment to Correctional Officer Position PD-93

SUBJECT

DIRECTIVE

P

Public Information Act, Request for Employee Information Under the
(Request for and Release of Employee Information or Documents) PD-56

R

Relatives (Nepotism Chart) PD-26

Random Alcohol/Drug Testing (Commercial Drivers) PD-37

Rating Supervisor (Performance Evaluations)..... PD-52

Reasonable Accommodation PD-14

Reasonable Suspicion Alcohol/Drug Testing (Commercial Drivers)..... PD-37

Reasonable Suspicion Alcohol/Drug Testing PD-17

Reassignments, Employee Transfers and PD-79

Recognition, Employee..... PD-53

Recommendation for Administrative Separation..... PD-24

Recommendation for No Rehire PD-22

Recommendations, Merit Salary Increase PD-90

Record of Hours Worked Beyond Regular Schedule PD-91

Recruitment Bonus PD-54

Reduction-In-Force Procedures PD-25

Reduction in Pay, Disciplinary Action (Guidelines for Employee Disciplinary Actions) PD-22

Reduction in Pay, Salary Provisions for PD-72

Reemployment of Members of the Uniformed Services PD-76

References (Request for and Release of Employee Information or Documents) PD-56

Refusal to File a Workers’ Compensation Claim PD-45

Rehire Review Required..... PD-22

Rehiring Former Employees (Employee Salary Administration)..... PD-72

Relationship Chart (Nepotism) PD-26

Relatives, Employment of (Nepotism) PD-26

Release Date for Selected Inside Applicants PD-71

Religious Accommodation in the Workplace PD-15

Reporting Criminal Charges to Supervisor..... PD-27

Representatives, Employee (Grievance Procedures) PD-30

Representatives, Employee (Guidelines for Employee Disciplinary Actions) PD-22

Reprimanding Authority PD-22

Reprimands (Guidelines for Employee Disciplinary Actions) PD-22

Request for a Workplace Accommodation Due to a Permanent or
Long-Term Medical Condition..... PD-14

Request for and Release of Employment Information or Documents PD-56

Request for Custodial Officer Certification and/or Hazardous Duty Pay Authorization Form PD-85

Request for Discovery (Employment Information or Documents)..... PD-56

Request for Multiple Employment PD-81

Request for Outside Employment..... PD-80

Request for Religious Accommodation PD-15

Request to Transfer to Full-Time Correctional Officer Status PD-79

Restored Career Program/Ladder Service PD-72

Retiree ID Card..... PD-03

Retirees, Reemployment of..... PD-84

Retirement Benefits and Eligibility PD-44

Retirement Service Purchase PD-44

Return to Duty Alcohol/Drug Testing PD-17

SUBJECT**DIRECTIVE****R**

Return to Work after Arrest, Charge, or Indictment (Employee Duty Status Pending Resolution of Criminal Charges).....	PD-27
Return to Work Program.....	PD-45
Reviewer (Performance Evaluations)	PD-52
Rules of Conduct	PD-22

S

Safety Policy, TDCJ (Performance Evaluations).....	PD-52
Salary Adjustments for Career Ladder/Program Positions	PD-72
Salary Administration, Employee.....	PD-72
Salary Increases, Merit	PD-90
Salary Rate Reference Sheet.....	PD-72
Salary Schedules (Employee Salary Administration).....	PD-72
Schedules, Work (Work Cycles and Compensable Hours of Work).....	PD-91
Security Threat Group, Signs or Symbols of Apparent Membership (Dress and Grooming Standards) .	PD-28
Selection Criteria for Correctional Officer Applicants	PD-73
Selection System Procedures	PD-71
Self-Employment (Outside Employment)	PD-80
Senior Rater (Performance Evaluations)	PD-52
Separation of Employment Due to Reduction in Force	PD-25
Sergeants, Food Service, and Laundry Manager Academy	PD-97
Service Awards, Employee.....	PD-53
Sexual Harassment.....	PD-13
Sexual Misconduct with Offenders.....	PD-29
Shift Overlap (Work Cycles and Compensable Hours of Work).....	PD-91
Sick Leave	PD-46
Sick Leave, Donated.....	PD-46
Sick Leave Credit, Converting to Retirement Credit.....	PD-44
Sick Leave, Extended	PD-46
Sick Leave Pool (Board Rule)	BR-151.52
Sick Leave Pool Contributions and Withdrawals	PD-50
Sick Time Accrual	PD-46
Staff Development, Training and.....	PD-97
Standard Employment Discrimination Training	PD-97
Standards of Conduct (Rules of Conduct)	PD-22
State Auditor's Office (SAO) Employee Exit Survey	PD-07
State Emergency Duty - National Guard, Administrative Leave for.....	PD-76
State Employments, Multiple	PD-81
State Parental Leave with Pay	PD-46
State Parental Leave without Pay	PD-46
State Resources, Use of (Outside Employment).....	PD-80
State Resources, Use of in Preparation/Submission of an Employee Grievance.....	PD-30
Subpoenas (Request for and Release of Employment Information or Documents)	PD-56
Subsequent Vacancies (Selection System Procedures).....	PD-71
Substance Abuse Counselor Performance Review Form (Applicants with Pending Criminal Charges or Prior Criminal Convictions)	PD-75
Substance Abuse Entry-Level Counselor Agreement (Applicants with Pending Criminal Charges or Prior Criminal Convictions)	PD-75
Supervisory Files, Management of	PD-55
Supplemental Standard Employment Discrimination Training	PD-97

SUBJECT

DIRECTIVE

S

Survivors..... PD-42
 Suspension Without Pay (Guidelines for Employee Disciplinary Actions) PD-22
 Sweat Suits/Wind Suits, Wearing of (Dress and Grooming Standards) PD-28

T

Targeted Career Positions, Salary Provisions for PD-72
 Telecommuting (Work Cycles and Compensable Hours of Work)..... PD-91
 Temporary Alternate/Modified Duty Assignment (Return to Work Program) PD-45
 Temporary Assigned Duty Point PD-91
 Temporary Duty Assignment (Position Classification Review)..... PD-93
 Texas Workforce Commission PD-48
 Time Management (Work Cycles and Compensable Hours of Work)..... PD-91
 Time Recording/Time Reporting (Work Cycles & Compensable Hours of Work) PD-91
 Tobacco Policy (Board Rule) BR-151.25
 Trainee Management PD-33
 Training and Staff Development..... PD-97
 Training, Staff Development, or Educational Programs, Employee Participation in PD-97
 Transfers, Correctional Officer to Correctional Officer PD-79
 Transfers, Emergency PD-79
 Transfers, Employee PD-79
 Transfers, Full-time to Part-time or Part-time to Full-time Correctional Officer Transfers..... PD-79
 Transfers to Non-Correctional Positions PD-79
 Travel, Administrative Leave Due to Hazardous Travel Conditions (Adverse Weather Conditions)..... PD-49
 Tuberculosis Exposure, Work-Related (Workers' Compensation)..... PD-45
 Typing Tests (Selection System Procedures) PD-71

U

Understaffed Correctional Facility PD-54
 Unemployment Compensation Benefits, Claims for PD-48
 Uniformed Services, Employment and Reemployment of Members of the PD-76
 Unit/Department Personnel Files, Management of..... PD-55
 Urban Search and Rescue, Leave for..... PD-49

V

Vacation (Annual) Leave Credit, Converting to Retirement Credit PD-44
 Vacation Accrual/Vacation Leave PD-49
 Veterans Health Administration Leave..... PD-49
 Veteran’s Employment Preference PD-71
 Veteran’s Reemployment Eligibility and Application Procedures PD-76
 Victim Information (Request for and Release of Employment Information or Documents) PD-56
 Violation of Law by the Agency or Another Employee, Reporting (Whistleblower Act) PD-32
 Violations, Employee Conduct (Rules of Conduct) PD-22
 Voting, Administrative Leave for Statewide PD-49

W

Warrants, Outstanding for Arrest (Employee)..... PD-27
 Weather, Adverse PD-49

SUBJECT

DIRECTIVE

W

Wellness Program (Employee Assistance Program) PD-20
Whistleblower Act PD-32
Witness, Expert (Travel and Per Diem for Employees Serving as Expert Witness
for the Agency or State)..... PD-57
Witness, Fact (Travel and Per Diem for Employees Appearing in Judicial Proceedings as) PD-57
Witness Fees (Employee Appearances in Judicial or Legislative Proceedings)..... PD-57
Work Cycles and Compensable Hours of Work..... PD-91
Work Hours Other than Normally Scheduled Hours PD-91
Work Schedules (Work Cycles and Compensable Hours of Work) PD-91
Workers' Compensation..... PD-45
Workforce Diversity PD-10
Workplace, Discrimination in the PD-31
Workplace, Drug Free..... PD-17
Work-Related Injury or Illness (Workers' Compensation) PD-45
Workplace Accommodation due to a Permanent or Long-Term Medical Condition PD-14
Worksite Visits (Selection System Procedures) PD-71