

SUMMARY OF TWC CRD PERSONNEL POLICIES REVIEW

Pursuant to Texas Labor Code §§21.453 - 21.456, the Texas Workforce Commission Civil Rights Division (CRD) reviews personnel policies and procedures for each state agency and institution of higher education to ensure compliance with Texas Labor Code Chapter 21 using the following procedure.

1. The head of the receiving agency will be contacted by a notification letter, which includes a request that copies of the Personnel Policies & Procedures System (PPPS) be forwarded to the Commission for analysis in advance of the on-site review, and a request for information needed to prepare the contract between the two agencies for the performance of the review.
2. The Reviewer will contact the receiving agency's office to confirm the date of the on-site review, verify the receiving agency's designated representative, request any additional documentation needed prior to the on-site, and answer questions.
3. The Reviewer will conduct an on-site review at the agency site. The on-site review will begin with an overview of the receiving agency's implementation of its PPRS. Next, the Reviewer will examine the PPRS through an analysis of samples of documented personnel actions. The Reviewer will complete the analysis and make a recommendation to the CRD Director.
4. If there are no factors present to prevent certification, a Certification Letter will be sent to the receiving agency.
5. A Recommendations Letter will be sent to the receiving agency in the event there are factors that prevent certification of compliance with Texas Labor Code Chapter 21. The receiving agency has 60 days to consider the recommendations and report to the Governor, the legislature, the Legislative Budget Board, and CRD whether the receiving agency implemented the recommendations or state the reasons for rejecting any of the recommendations.
6. Technical assistance will be provided to the receiving agency upon request. The receiving agency may contact the Reviewer with questions at any time.