

SUMMARY OF PERSONNEL POLICIES REVIEW

Pursuant to Sec. 21.453 - 21.456 Texas Labor Code, the Texas Commission on Human Rights has the responsibility to review and provide recommended appropriate revisions to personnel policies and procedures for each state agency and public institution and system of higher education to ensure compliance with the Texas Commission on Human Rights Act.

The Commission will utilize the following summary of procedures in this review:

1. The head of the receiving agency will be contacted via a notification letter signed by the Commission's Executive Director.
2. The Reviewer will contact the receiving agency's office by phone to confirm the date of the on-site review and to verify the receiving agency's designated representative. At this time the Reviewer will request that copies of the Personnel Policies & Procedures System (PPPS) be forwarded to the Commission.
3. Upon receipt, the Reviewer will conduct a thorough analysis of the PPPS using the Commission's review guidelines.
4. The Reviewer will conduct an on-site review at the agency site. The on-site review will consist of an entry briefing on the procedures and to obtain an overview of how the receiving agency implements its personnel policies and procedural systems. Next, the Reviewer will conduct a random examination of the PPPS through an analysis of samples of personnel actions. Finally, the Reviewer will conduct an exit briefing to explain findings and make any recommendations that might be appropriate.
5. A Draft Recommendations Letter will be sent to the receiving agency in the event there are factors that prevent certification of compliance with Chapter 21, Texas Labor Code. If no factors preventing certification are present, a Certification Letter will be sent to the receiving agency.
6. Technical assistance will be provided to the receiving agency upon request. The receiving agency will analyze the recommendations to determine whether or not the recommendations will be implemented. The receiving agency may contact the Reviewer with any questions or comments about the recommendations.
7. The receiving agency will submit the updated PPPS, to the Commission. The updated PPPS will be analyzed at the Commission by the Reviewer.
8. The Reviewer will, by telephonic conference, present the Commission's final compliance status of the receiving agency.
9. The Executive Director will communicate the final compliance status of the receiving agency via certified letter to the head of the receiving agency.
10. No later than sixty days after the Commission completes the review, the receiving agency must submit a compliance report as outlined in Sec 21.454.
11. The receiving agency agrees to cooperate with the Commission in accordance with Sec. 21.453 - 21.456, Texas Labor Code.

*As determined by the State Auditor's Office pursuant Sec. 21.455, Texas Labor Code