

Chapter: Agency Supports and Controls
Title: Policy Manuals

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(a) **Policy.**

The Texas Youth Commission (TYC) encourages staff to participate in the formulation of agency policies and procedures. TYC ensures its staff and the public are provided current policies and procedures through the TYC intranet and Internet.¹

The General Administrative Policy (GAP) and Personnel Policy (PRS) manuals are considered to be direction to all agency staff from the chief executive officer. The GAP manual contains general management and direct care policies. The PRS manual contains agency policies, procedures and guidelines concerning the agency/employee relationship. All other manuals are procedural manuals containing agency-approved methods of implementing agency policies.

(b) **Definitions.**

(1) **Substantive proposal** - a new or revised policy that:

- (A) involves major modifications to procedures, philosophy, or policy intent; and/or
- (B) impacts more than one division or area of operation.

(2) **Non-Substantive proposal** - minor procedural changes affecting the operations of only one division or department, clarifications, or corrections of minor errors in existing policy.

(c) **Procedures.**

(1) **Ongoing and Annual Review.**¹

- (A) The GAP manual is reviewed and approved annually by the chief executive officer.
- (B) The PRS manual is reviewed and approved annually by the director of human resources.
- (C) Procedure manuals are reviewed and approved annually by the appropriate division director or designee.
- (D) All policy and procedure manuals are revised as needed to ensure they accurately reflect current law and management practices.

(2) **Rules of Publication.**

- (A) New or revised GAP rules in chapters 81 and above must be published in the *Texas Register* for public review and comment prior to adoption and implementation. All other policy and procedure changes may be implemented upon approval by the final approval authority.
- (B) Except in cases where the chief executive officer or designee determines that immediate implementation is necessary, notification of substantive policy revisions will be disseminated prior to implementation:¹
 - (i) to staff, youth, or volunteers when they are directly affected by the revisions; and
 - (ii) to parents/guardians when they or their children are directly affected by the revisions.

¹ ACA standard 4-JCF-6A-15

(3) Procedures for Policy Proposals.

- (A) Proposals for changes to policy or procedure may be submitted by any TYC staff and must be routed through the chain of command to the appropriate central office division director for review.
- (B) For substantive proposals, it is the responsibility of the division director or designee to ensure that:
 - (ii) a workgroup is convened that includes representation from each division whose operations could be affected by the proposal;
 - (ii) the Office of General Counsel, Information Resources Division, Finance Division, and Training Division are notified of the proposal; and
 - (iii) when appropriate, external stakeholders are consulted and provided opportunity for input; and
- (C) For each proposal, whether substantive or non-substantive, the division director will ensure the Request to Change Policy or Procedure form is completed and submitted to the Policy Administration Department.

(4) Action by the Policy Administration Department.

- (A) Upon receipt of a policy proposal, the Policy Administration Department will:
 - (i) work directly with the sponsoring division to ensure any related issues or corresponding changes to other policies and forms are addressed. If any new information surfaces during the drafting, the Policy Administration Department will discuss the issue with the sponsor and ensure the proposal is revised accordingly; and
 - (ii) draft policies in the correct format for inclusion in the appropriate manual.
 - (B) For substantive proposals, the Policy Administration Department will route policy drafts to division directors whose operations may be affected by the proposal. Division directors or designated staff will review the policy drafts and provide written comments, concerns, or suggestions for revision to the Policy Administration Department. The Policy Administration Department will work with the sponsor to address any concerns or suggestions for revision, and revise the final policy draft accordingly.
 - (C) The Policy Administration Department will prepare a policy approval packet and route for review, signature, and final approval to:
 - (i) the sponsoring division director, for non-substantive proposals;
 - (ii) the chief executive officer for substantive proposals.
 - (D) When a proposal involves change to an agency rule (GAP Chapter 81 or above), the Policy Administration Department will consult with the Finance Division, Research Division, and Office of General Counsel to prepare information required by the Administrative Procedures Act for publication in the *Texas Register*.
 - (E) The Policy Administration Department will post new or revised policies on the intranet and Internet and issue policy transmittals to notify staff of new or revised policies.
 - (F) The Policy Administration Department maintains a history of all policy and procedure manuals and working papers in accordance with the agency's records retention schedule.
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