

Texas Department of Criminal Justice

PERS 393

Recommendation for Merit Salary Increase/One-Time Merit Payment

Employee Information

Name (Last Name, First Name MI)		Month/Day of Birth
Payroll Title	Unit/Department	Months of State Service

Section I: Eligibility

The employee holds a Salary Schedule A or B position.

The employee has been employed with the TDCJ for at least 36 continuous months since the most recent hire date and has held the employee's current position for at least six continuous months. Any full calendar month of leave without pay will not count toward the continuous service requirement.

The employee is not on disciplinary probation.

The employee is not eligible to receive a promotion or salary rate adjustment in any career path or career ladder system, such as correctional officer, supervisor of a correctional officer, food service manager, laundry manager, or parole officer.

The employee is not performing a temporary assignment for which the executive director has authorized a salary rate increase in accordance with PD-93, "Employee Classification"

The employee has not received any of the following payroll actions in the last six months:

- A promotion, including a career path promotion.
- An advancement through the career ladder system.
- A merit salary increase or one-time merit payment.
- A demotion
- A position upgrade through a reclassification, which resulted in a salary rate increase.

The employee is below the maximum salary rate of the employee's salary group; and

The employee's current annual performance evaluation includes the following, which reflect that the employee's job performance and productivity level are consistently above what is normally expected or required:

- A minimum rating of "somewhat exceeds standards" in all areas being evaluated, including the supervisory functions area if the employee is a supervisor;
- A rating of "exceeds standards" in at least 50% of the areas considered essential functions; and
- An indication that the employee adheres to ED-10.61, "TDCJ Safety Policy."

Section II: Recommendation

Merit Salary Increase

Current Salary Group and Salary Rate	Requested Salary Rate	Percentage Increase

(round up to the next whole dollar, may not exceed the maximum salary rate)

One-time Merit Payment

Current Salary Group and Salary Rate	Requested One-time Payment Amount

Supervisor	Signature:	Date:
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Section III: Approval Process

Manager/Regional Director	Signature:	Date:
Division Director	Signature:	Date:
Mary Babcock Human Resources Director Confirmation of Eligibility	Signature:	Date:
Ron Steffa Chief Financial Officer Confirmation of Budget Availability	Signature: Payroll Effective Date on or After:	Date: (Shall be on the first calendar day of a month)
Bobby Lumpkin Executive Director	Signature:	Date:

Distribution:

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