

Human Resources



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State benefits are offered to employees by the Texas Department of Criminal Justice. These benefits are provided through the policies and procedures of TDCJ. Employees are responsible for being knowledgeable or seeking clarification of Human Resources policies and procedures. This document provides information about an employee's state-offered benefits.

For questions or information regarding TDCJ policies, contact the unit or department human resources representative (HR Rep). In addition, Human Resources policies and procedures are accessible from the TDCJ Human Resources home page www.tdcj.texas.gov.

Employee Retirement System of Texas (ERS)

ERS manages insurance benefits under the Texas Employees Group Benefits Program (GBP). ERS administers and oversees retirement, insurance, deferred compensation, and flexible benefit programs for the State of Texas. The ERS website provides a New Employee Benefits Orientation to identify available benefits. Please visit the ERS website www.ers.texas.gov for more detailed information, or access the ERS [New Employee Benefits Guide Plan Year 2022](#) for questions on any of the following:

- Health insurance
- Vision insurance
- Dental insurance
- Optional Term Life insurance
- Dependent Term Life insurance
- Voluntary AD&D insurance
- Disability insurance
- TexFlex
- Retirement
- TexaSaver 401(k) Traditional Plan
- 457 Traditional Plan
- 457 Roth Plan

ERS Online

ERS offers OnLine access to manage your benefits.

Select your own User ID and password.

Update personal information.

View your Statement of Retirement Benefits.

See your ERS Service Credit, Projected Retirement Date, and Annuity.

View, designate, and change your Beneficiary.

Recruitment Bonus Program, PD-54

Executive Director's Recruiting Award

Current employees are eligible for the Executive Director's Recruiting Award. The award includes a certificate of recognition, a \$100 gift card, **and** eight hours of administrative leave for each applicant referral that results on a newly hired correctional officer or maintenance supervisor.

In order for the referring TDCJ employee to receive the recruiting award, the newly hired CO or maintenance supervisor must remain employed for at least six complete calendar months in order for the referring TDCJ employee to receive the recruiting award. The maximum number of recruiting awards an employee may receive per fiscal year is 10 gift cards, worth \$1,000, and 80 hours of administrative leave. Administrative leave will expire one calendar year from the date it was issued.

Referring TDCJ employees may choose from the following gift card options: Walmart, Target, HEB, Kroger, Shell, Exxon, Academy, or Amazon. The value of the gift card is considered taxable income. The referring employee must be employed to receive the recruiting award.

Three Easy Steps

1. Encourage a relative or friend to apply for a Correctional Officer or Maintenance Supervisor position.
2. Employee will download the form [Applicant Referral form](#) , choose [PERS 415 \(PDF\)](#) or [PERS 415 \(Word\)](#), complete and sign.
3. Applicant must complete and sign the Applicant Information section, then submit with the application or present the referral form at the time of job interview.

Recruitment Bonus—Maintenance Supervisors or Parole Officers at Limited Locations

A \$5,000 recruitment bonus applies to any maintenance supervisor position and limited parole officer positions who meet eligibility criteria. Visit the web site for Contract Terms.

Maintenance Supervisor Eligibility

- Full-time maintenance supervisors newly hired or graduated from the academy on or after April 27, 2018,
- TDCJ retirees rehired as full-time maintenance supervisors after 90 calendar days of retirement from TDCJ, or
- TDCJ former employees rehired as full-time maintenance supervisors after one year of separation from TDCJ, or
- Current non-uniformed TDCJ employees are eligible upon employment into a full time maintenance supervisor position (but not eligible if in a uniformed position during the last 12 months or previously received a recruiting bonus)

Parole Officer Positions at Limited Locations

- Full-time parole officers newly hired or graduated from the parole officer academy on or after September 12, 2018,
- TDCJ retirees rehired as full-time parole officers after 90 calendar days of retirement from TDCJ, or
- TDCJ former employees rehired as full-time parole officer after one year of separation from TDCJ, or
- Current non-uniformed TDCJ employees (but not in a uniformed position during the last 12 months or previously received a recruiting bonus)

Correctional Officer Salary and Maximum Security Unit Pay

Full-time correctional officer salary career levels:

Position	Months	Non-Maximum Unit	Maximum Security Unit
CO I	0—2	\$3472.82	\$3577.01
CO II	3—6	\$3574.18	\$3681.40
CO III	7—12	\$3670.64	\$3780.76
CO IV	13—24	\$3776.91	\$3890.22
CO IV	25—36	\$3889.90	\$4006.60
CO IV	37—72	\$4002.89	\$4122.97
CO V	73 +	4278.20	\$4406.55

Correctional staff working on maximum security facilities will receive an additional 3% maximum security differential pay.

The units include Allred, Beto, Clements, Coffield, Connally, Ellis, Estelle, Ferguson, Hughes, Lewis, McConnell, Memorial, Michael, Montford, Polunsky, Robertson, Scott, Skyview, Smith, Stiles, Telford, Wainwright, Wynne.

Veteran Employment

TDCJ is committed to maintaining a veteran-friendly workplace and attracting, developing, and retaining military service members as employees. The Veterans' Liaison is available to assist veterans and surviving family members of veterans with the employment process.

If you are a veteran and have questions about employment, please contact the Training and Leader Development Division at employment.tdcj.texas.gov.



Hazardous Duty Pay, PD-85, BR 151.51

Authorized correctional career positions include Correctional Officer I-V, Warden, Food Service Manager II-III, and Laundry Manager II-IV.

- Received after accruing twelve (12) months of hazardous duty state service.
- Increases after each year of state service.

Full-Time Employee (F) Part-Time Employee (P)	Monthly Pay	Maximum Pay Per Month
Correctional Career Position CO (I-V) thru Warden, Food Service Manager (II-III), Laundry Manager (II-IV)	\$12.00 (F) \$ 6.00 (P)	\$ 300.00 \$ 150.00
Other than Correctional Career Position (Position with offender contact)	\$10.00 (F) \$ 5.00 (P)	No Monthly Maximum

Longevity Pay, PD-85

Full-time employees (not working retirees) authorized to receive longevity pay start receiving after accruing two years of lifetime service credit.

Longevity pay is increased by \$20 after each two years of lifetime service credit for a maximum of 42 years of lifetime service credit.

Part-Time Employees are not eligible to receive longevity pay.

When a part-time employee becomes a full-time employee, the state service accrued as a part-time employee counts toward the employee's state service that may be eligible for longevity pay.

Direct Deposit Program, PD-92

Elect to have monthly salary deposited in two accounts at one financial institution or two financial institutions. Submit a form to the Payroll Department if any account information changes.

Service Purchase

Employees contributing to the ERS are eligible to purchase previously refunded service, waiting period service, eligible military service, or Additional Service Credit (ASC) by calling 1-877-275-4377 or contacting [ERS](#).

Employee Assistance Program (EAP), PD-20

Employees may have special needs at times during employment. TDCJ has an Employee Assistance Program (EAP) which contracts with Alliance Work Partners to provide counseling to employees and their families. For more information, visit www.awpnow.com. Counselors can answer questions and provide referrals to appropriate resources for:

- Parenting Skills
- Depression
- Anxiety/Stress
- Grief
- Marital Problems
- Legal Troubles
- Anger
- Eating Disorders

Teen Help Line:
800-334-8336

Toll free:
866-832-5927



Children's Health Insurance Program (CHIP)/Children's Medicaid

Texas children without health insurance may be eligible to receive low cost or free health coverage from the Children's Health Insurance Program (CHIP) or Children's Medicaid. Both programs cover office visits, prescription drugs, dental care, eye exams, glasses, and much more.

Families receiving Children's Medicaid pay nothing and families receiving CHIP pay no more than \$50.00 a year for health coverage. Some families with CHIP may be required to pay co-pays for some services.

How does it work?

1. Go to: www.medicaid.gov
2. Fill out an application. One form covers both programs. Your children may get health and medical services from either CHIP or Children's Medicaid, depending on your family's income.
3. If you qualify, CHIP will mail you a welcome packet. Your packet will tell you about the health plans and doctors available in your area. You must remove that child from GBP health coverage within 31 days of CHIP approval.
4. Pick your health plan and primary care doctor.

1-877-543-7669

State Employee Charitable Contribution (SECC), ED-02.04



TOGETHER WE CARE
State Employee Charitable Campaign

All employees of state agencies, junior and community colleges, and universities throughout Texas enjoy the benefit of giving to many of their favorite charities through an annual campaign featuring the convenience of payroll deduction.

Texas Legal Protection Plan (TLPP)

The TLPP offers affordable legal insurance to all employees. Participation is voluntary and makes legal services more affordable. TLPP members can:

- Choose from participating/non-participating attorneys.
- Receive services ranging from simple advice to estate planning, civil or criminal actions, consumer protection, juvenile matters, divorce, or adoption.
- Be assured all services provided are confidential.
- Establish a bank draft payable directly to the TLPP.

For more information, call (800) 252-9346

Texas State Affordable Housing Corporation (TSAHC)

The Texas State Affordable Housing Corporation (TSAHC) administers the Home Loan Program for full-time employees only. Visit the TDCJ web site for additional information about this program administered through TSAHC. View eligibility and funding availability at www.tsahc.org or call toll free 1-877-508-4611.

Texas Tuition Promise Fund

The Texas Tuition Promise Fund gives you an important opportunity to prepay and save for your child's future education at an accredited public or private junior/community college, as well as four-year colleges and universities through the country. The Texas Tuition Promise Fund is a Section 529 prepaid tuition plan.

Enrollment period starts September 1 of each year and continues through the end of February the following year; newborns and children less than one year of age have been extended to July 31st of each year; however, the length of enrollment periods may change. This is not a payroll deduction. Visit www.texas tuition promise fund.com.

Additional Benefits

Commissary & Trust Fund Account ~ Unit Meal Privileges ~ Laundry & Barber Services

Workers' Compensation, PD-45

Employees sustaining a work-related injury or illness may be eligible for one or more of the following benefits as determined by the State Office of Risk Management (SORM):

- Medical
- Temporary Income
- Impairment Income
- Supplemental Income
- Lifetime Income
- Death/Burial Benefits



Injured employees can contact SORM through its toll-free number.

(877) 445-0006

Phone numbers for preauthorization and pharmacy providers are available by calling SORM's main number.

(512) 475-1440

Medical and Parental Leave, PD-46

Family Medical Leave (FML)

Employees qualify for Family Medical Leave with 12 months of State service, have physically worked at least 1,250 hours during the 12-month period preceding the requested leave, and have entitlement available.

- May be eligible for up to 12 workweeks paid or unpaid leave based on accruals.
- May be eligible for up to 26 workweeks of leave to care for a family member who is a covered service member recovering from a serious illness or injury sustained in the line of duty.

State Parental Leave (SPL)

- State employees who do not have 12 months of State service or who have not worked 1250 hours in the 12 months prior to the leave, may take 12 weeks of parental leave for the birth or adoption of child, or foster care placement of a child under the age of three with the employee.
- All available accrued paid vacation, sick, and Family Leave Pool leave must be used first prior to leave without pay (LWOP).
- An employee may elect to use or freeze accrued comp, holiday, or overtime prior to LWOP-Parental leave.

Sick Leave (SL)

A full-time employee, including a full-time temporary employee, accrues sick leave at the rate of eight hours for each month or fraction of a month of employment, with unlimited accumulation.

A part-time employee accrues sick leave at the rate of four hours for each month or fraction of a month of employment, with unlimited accumulation.

Eligible employees accrue sick leave beginning on the first day of state employment and on the first calendar day of each succeeding month of state employment.

Accrued sick time may be used for a sick leave event or school-sponsored activities. See the policy for details.

Restoration Upon Reemployment:

Unused sick time can be restored if not previously donated, provided there has been a break in service of at least 30 calendar days since separation and reemployment within 12 months after the end of the month separated.

Sick Leave balances are not restored for employees returning after retirement.

PD-76, Employment and Reemployment of Members of the Uniformed Services, guides restoration of sick leave for employees separating to serve in the Uniformed Services.

Donated Sick Leave (DSL)

Employees may donate accrued sick time to another employee with a catastrophic illness or injury in the same state agency that has exhausted all accrued time, SLP hours, and DSL received before SLP approval.

Extended Sick Leave (ESL)

Employees with five or more years TDCJ service since their most recent TDCJ hire date and 56 hours sick time balance at the onset of the current injury or illness may be eligible for up to 6 workweeks of extended sick leave (this is a one-time only benefit).

Leave Without Pay (LWOP)

Medical – Work-Related	Up to 180 calendar days in a rolling 12-month period
Medical – Non-Work Related	Up to 180 calendar days in a rolling 12-month period
State Parental Leave	Up to 12 workweeks
Family Medical Leave (FML)	Up to 12 workweeks Up to 26 workweeks to care for a military family member
Leave Without Pay—Other	Up to 30 calendar days in a rolling 12-month period
Military Leave (National Guard/Reserves)	For the duration of the active duty period

Leaves Other Than Medical and Parental, PD-49; Work Cycles and Compensable Hours of Work, PD-91

Compensatory Time (CT)

- Credited hour for hour worked; not paid if lapses.
- Expires if it is not taken within:
 - ⇒ 12-month period following the date accrued for non-correctional career position employees.
 - ⇒ 24-month period following the date accrued for correctional career position employees.
- Upon resignation, an exempt employee may use up to 336 hours of accrued comp time to remain on payroll through the last day of the following month the employee physically worked. There is no guarantee an exempt employee will be allowed to remain on payroll to exhaust all accrued comp time before an employee's separation effective date.

Holiday Time (HT)

All employees are entitled to paid holiday time or accrued leave for a holiday if the employee is an active state employee on the workday(s) immediately:

- After a holiday occurring on the first workday of a month.
- Before and after a holiday occurring mid-month.
- Before a holiday occurring on the last workday of the month.

1. National, state, and optional holidays are set during each legislative session.
2. Holiday leave expires if not taken within one year from the date the time was accrued.
3. An employee will not be paid for unused holiday leave to avoid its expiration.
4. An employee who elects to observe an authorized optional holiday must complete a PERS 500, In Lieu of Holiday Request, for the appropriate fiscal year and submit the request to the supervisor.
5. Upon resignation, an exempt employee may use up to 336 hours of accrued comp time to remain on payroll through the last day of the following month the employee physically worked. There is no guarantee an exempt employee will be allowed to remain on payroll to exhaust all accrued comp time before an employee's separation effective date.

Overtime (OT)

FLSA Non-Exempt Employee is subject to the wage and overtime provisions of the FLSA because the employee's primary duty assignments do not pass FLSA executive, administrative, professional, computer, or outside sales exemption tests.

FLSA Exempt Employee is not subject to FLSA wage and overtime provisions because the employee's primary duty assignments pass FLSA executive, administrative, professional, computer, or outside sales exemption tests. This term is not to be mistaken for a position listed in TDCJ's section of the General Appropriations Act under "Schedule of Exempt Positions."

- Accrual of overtime is governed by the Fair Labor Standards Act (FLSA). PD-91, Work Cycles and Compensable Hours of Work, mirrors federal law.
- Overtime is credited to TDCJ FLSA non-exempt employees at the rate of one and one-half times the number of overtime hours physically worked.
- FLSA exempt employees accrue compensatory time for hours physically worked over their regularly scheduled hours.

Sick Leave Pool (SLP), PD-50

Employees with 12 months of TDCJ service since most recent hire date at request and 56 hours sick time accrued at the onset of the catastrophic injury or illness and who have contributed to the SLP in the current fiscal year may be eligible to receive paid leave.

- Full-time employees contribute a minimum of eight hours.
- Part-time employees contribution a minimum of four hours.

The maximum number of hours available per catastrophic illness or injury eligible employees may be granted, is based on months of state service and contribution to the SLP in the current fiscal year.

POOL LEAVE	Number of Hours Contributed During Current Fiscal Year		
	8	16	24
Months of TDCJ Service Since Most Recent Hire Date	Allowable Hours		
13-24	160	240	320
25-48	240	320	400
49-60	320	400	480
61-96	400	480	560
97+	560	640	720

Family Leave Pool, PD-51

POOL LEAVE	Number of Hours Contributed During Current Fiscal Year		
	Months of TDCJ Service Since Most Recent Hire Date	8	16
	Allowable Hours		
0-24	160	240	320
25-48	240	320	400
49-60	320	400	480
61-96	400	480	560
97+	560	640	720



Family Leave Pool is accrued sick or vacation time voluntarily contributed by TDCJ employees to benefit any TDCJ employee with eligible employee or family care needs.

Employee must contribute in order to withdraw.

Working retirees are not eligible to withdraw.

Family leave pool contributions are taxable and considered wages for income tax purposes.

Administrative Leave, PD-46, PD-49, PD-53, PD-76

Full-time and part-time Employees: Administrative leave entitlement per specified workday is based on the employee's scheduled shift.

All administrative leave requires an approved [PERS 24](#), TDCJ Leave Request.

Adverse Weather/Closed Office or Roadway/Evacuation: Sufficient leave for adverse conditions.

Amateur Radio Operator: Up to 10 workdays per fiscal year for employees having a license issued by the Federal Communication Commission (FCC) and on the list maintained by the Division of Emergency Management in the Governor's Office to participate in specialized disaster relief services if leave is authorized by the Governor.

Blood Donation: Sufficient leave to donate blood up to four times in a fiscal year (September – August).

Bone Marrow or Organ Donor: Up to 5 workdays in a fiscal year for bone marrow donors; up to 30 workdays in a fiscal year for organ donors.

Certified Peace Officers in OIG: Up to 1 year for an injury sustained due to the nature of the officer's duties occurring during a certified peace officer's performance of duty, except in the case of gross negligence or the injury was sustained in the course of performing routine office duties.

Continuing Education: Eight hours per fiscal year for completion of 12 hours of course credits from an accredited college or university with a minimum 3.0 grade points in each course.

Court Appointed Special Advocates (CASA): Leave not to exceed 5 hours each month to participate in mandatory training or perform volunteer services for Court Appointed Special Advocates.

Death in Immediate Family: Up to three workdays paid leave when a death occurs in the employee's immediate family. These workdays need not be consecutive.

Extended Sick Leave: Up to 6 workweeks of administrative leave (this is a one-time only benefit).

Foster Parent: Sufficient foster child leave for meetings with Texas Department of Family and Protective Services (DFPS) or Admission, Review and Dismissal (ARD) meetings held by school district.

Jury Duty: Sufficient leave with pay for jury screening or jury duty. Day-shift employee criteria differs from night-shift employee criteria.

Medical and Mental Health Care for Veterans: 15 workdays per fiscal year to obtain medical or mental health care from the Veteran's Health Administration to include physical rehabilitation.

Military Leave

- ◆ **Annual Drills or Training:** 15 workdays plus any rollover per fiscal year
- ◆ **Authorized Training or Duty:** 15 workdays plus any rollover per fiscal year to TDCJ employees who are members of state military or reserve components for active duty. The unused portion of 15 workdays can be carried into the next fiscal year for a maximum rollover of 45 workdays.
- ◆ **Federal Active Duty:** 22 workdays per calendar year when called to federal active duty to provide assistance to civil authorities in a declared emergency or for training; does not count against the 15 or 7 workdays per fiscal year.
- ◆ **National Emergency Duty:** 15 workdays plus any rollover per fiscal year
- ◆ **State Active Duty—State Military Forces:** Duration of orders; does not count against the 7 workdays or 15 workdays per fiscal year; does not count against the 22 workdays per calendar year
- ◆ **State Disaster Declaration:** 7 workdays per fiscal year for any armed forces or federally authorized urban search and rescue teams; does not count against the 7 workdays per fiscal year or the 22 workdays per calendar year.
- ◆ **Service Credit:** One hour administrative leave each month of active military service receive service credit in the Employees Retirement System of Texas (ERS) for LWOP-Military status not receiving other paid leave entitlements.

Outstanding Performance: Up to 32 hours within a fiscal year for outstanding performance to the TDCJ, as well as other notable deeds.

Reserve Law Enforcement Officer Training: 5 workdays every two years for reserve law enforcement officer to complete continuing education program hours required to remain licensed as a peace officer.

Service Animal Training: Up to 10 workdays per fiscal year to attend a training program with assistance animal per. Workdays need not be consecutive.

Texas Voluntary Organizations Active in Disaster: 10 workdays each fiscal year for a state employee who is a volunteer and member of the Texas Voluntary Organizations Active in Disaster to participate in disaster relief services

Urban Search and Rescue Teams: Up to 15 workdays per fiscal year to engage in authorized training or duty authorized by a proper authority.

Volunteer Firefighters, Emergency Medical Services (EMS) Volunteers, or Search and Rescue Volunteers: Up to 5 workdays each fiscal year to attend firefighter, emergency medical services, or search and rescue training; granted leave at the discretion of the warden or department head to respond to emergency fire, medical, or search and rescue situations, dependent upon the availability of adequate staffing;

Voting: Sufficient leave for statewide elections when work schedule disallows voting during off time; not given when early voting is available.

TDCJ Mission

The mission of the Texas Department of Criminal Justice is to provide public safety, promote positive change in offender behavior, reintegrate offenders into society, and assist victims of crime.

Contacts and Social Media

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Like us on Facebook @Texas Department of Criminal Justice

Follow us on Twitter @TDCJ

Subscribe to our [YouTube channel](#)

DISCLAIMER: *Every effort has been made to ensure the accuracy of the contents of this document. However, in the event of any discrepancy between this publication and the official documents, contracts, statutes, and administrative rules governing the programs administered by the Texas Department of Criminal Justice (TDCJ), Employees Retirement System of Texas (ERS), and State Office of Risk Management (SORM) those documents, contracts, statutes, and administrative rules will prevail.*