

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PD-54 (rev. 3), “RECRUITMENT BONUS PROGRAM”
JUNE 1, 2020

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE NUMBER</u>
<u>AUTHORITY</u>	1
<u>APPLICABILITY</u>	1
<u>EMPLOYMENT AT WILL CLAUSE</u>	1
<u>POLICY STATEMENT</u>	1
<u>DEFINITIONS</u>	1
<u>PROCEDURES</u>	
I. Recruitment Bonus	2
A. Eligibility Criteria	2
1. Newly Hired Bonus Recipients	2
2. Rehired TDCJ Retirees	2
3. Rehired Former TDCJ Employees	3
4. Current Employees	3
5. Employee Transfers and Promotions	3
a. Employee Transfers	3
b. Promotions	4
B. Recruitment Bonus Amount and Payment	4
1. Amount	4
2. Payment	4
C. Conditions for Receipt of Bonus	4
1. Unit or Office of Assignment	4
2. Length of Employment	5
a. Calendar Month	5
b. Leave Without Pay (LWOP)	5
3. Contract and Terms	5
a. Contract Signing	5
b. Conditions for Refund of Bonus	5
II. Executive Director’s Recruiting Award	5



TEXAS DEPARTMENT
OF
CRIMINAL JUSTICE

NUMBER: PD-54 (rev. 3)

DATE: June 1, 2020

PAGE: 1 of 7

SUPERSEDES: PD-54 (rev. 2)
April 1, 2015

EXECUTIVE DIRECTIVE

SUBJECT: RECRUITMENT BONUS PROGRAM

AUTHORITY: *Federal Insurance Contributions Act*, 26 U.S.C. §§ 3101–3128; 42 U.S.C. §§ 301–1397; Tex. Gov’t Code §§ 493.001, 493.006(b), 659.262, 812.205, 815.401–.406, 2113.201; BP-02.08, “Statement of Internal Controls”

APPLICABILITY: Texas Department of Criminal Justice (TDCJ)

EMPLOYMENT AT WILL CLAUSE:

This directive **does not** constitute an employment contract or a guarantee of continued employment. The TDCJ reserves the right to change the provisions of this directive at any time.

Nothing in this directive limits the executive director’s authority to establish or revise human resources policy. This directive guides the operations of the TDCJ and **does not** create a legally enforceable interest for employees or limit the executive director’s, deputy executive director’s, or division directors’ authority to terminate an employee at will.

POLICY:

The TDCJ awards a recruitment bonus to newly hired full-time correctional officers (COs), parole officers (POs), maintenance supervisors, and equipment operators (truck drivers), including qualified rehired TDCJ retirees and current and former TDCJ employees who meet the eligibility criteria as stated in this directive. The TDCJ also provides the Executive Director’s Recruitment Award to current TDCJ employees for each new CO applicant referral resulting in the hiring of the applicant at a designated bonus unit.

DEFINITIONS:

The following terms are defined for the purpose of this policy and are not intended to be applicable to other policies or procedures.

“Bonus Payment Date” is the date printed on the recruitment bonus check issued by the comptroller of public accounts.

“Bonus Recipient” is a newly hired full-time CO, PO, maintenance supervisor, or equipment operator (truck driver), including a rehired TDCJ retiree and current or former TDCJ employee, who meets the eligibility criteria as stated in this directive and enters into the Correctional Officer or Parole Officer Recruitment Bonus Contract, accepting the recruitment bonus payment and assignment to a designated understaffed correctional facility or parole office; Maintenance Supervisor Recruitment Bonus Contract, accepting the recruitment bonus payment and assignment in a maintenance supervisor position; or Equipment Operator (Truck Driver) Recruitment Bonus Contract, accepting the recruitment bonus payment and assignment in an equipment operator (truck driver) position.

“Calendar Month” is a month including the first and last workdays of the month.

“Direct Hire Date” is the first day of employment.

PROCEDURES:

I. Recruitment Bonus

Bonus recipients who meet the eligibility criteria may choose to accept the one-time recruitment bonus payment in an amount determined by the executive director. Bonus recipients who choose to accept the recruitment bonus shall voluntarily enter into the contract on the direct hire date or at graduation from the TDCJ Pre-Service Training Academy (PSTA) or Parole Officer Training Academy (POTA). Upon entering into the contract, bonus recipients agree to remain employed with the TDCJ at the selected unit designated as an understaffed correctional facility in a classified CO position; at a designated parole office in a classified PO position; any maintenance supervisor position; or any equipment operator (truck driver) position for 12 calendar months from the bonus payment date. Bonus recipients shall sign the contract detailing the terms of accepting the recruitment bonus, as well as repayment details if employment with the TDCJ ends before 12 calendar months from the bonus payment date.

A. Eligibility Criteria

1. Newly Hired Bonus Recipients

All newly hired bonus recipients may elect to enter into the contract upon completion of the PSTA or POTA.

2. Rehired TDCJ Retirees

- a. Rehired TDCJ retirees may qualify to enter the contract upon employment to a full-time CO, PO, maintenance supervisor, or equipment operator (truck driver) position after the required 90-calendar day waiting period from the date of retirement.

- b. Rehired TDCJ retirees who have previously received a recruiting bonus are not eligible to receive an additional bonus.

3. Rehired Former TDCJ Employees

- a. After a minimum of one year of separation, rehired former TDCJ employees may qualify to enter into the contract upon employment into a full-time CO, PO, maintenance supervisor, or equipment operator (truck driver) position. An example of an eligible full year of separation is April 15, 2017, to April 14, 2018.
- b. Rehired former TDCJ employees who have previously received a recruiting bonus are not eligible to receive an additional bonus.

4. Current Employees

- a. Current non-uniformed TDCJ employees may qualify to enter into the contract upon employment into a full-time CO, PO, maintenance supervisor, or equipment operator (truck driver) position.
- b. If an employee has been in a uniformed position during the last 12 months, the employee is ineligible to enter into a recruitment bonus contract.
- c. Current TDCJ employees who have previously received a recruiting bonus are not eligible to receive an additional bonus.

5. Employee Transfers and Promotions

a. Employee Transfers

- (1) Bonus recipients may only request a voluntary transfer to another unit or office of assignment in a full-time CO, PO, maintenance supervisor, or equipment operator (truck driver) position after the 12-calendar month bonus period of the contract is satisfied unless an emergency transfer is approved or an administrative reassignment is initiated and approved in accordance with PD-79, "Employee Transfers, Reassignments, and Temporary Assignments."
- (2) Bonus recipients may only request a voluntary transfer from a full-time CO position to a part-time CO position after the 12-calendar month bonus period of the contract is satisfied unless an emergency transfer is approved or an

administrative reassignment is initiated and approved in accordance with PD-79.

- (3) Bonus recipients who are approved for an emergency transfer or administrative reassignment are entitled to keep the recruitment bonus without repayment.

b. Promotions

Bonus recipients who apply for and are selected for another position in accordance with PD-71, "Selection System Procedures" are entitled to keep the recruitment bonus without repayment, if they remain employed by the TDCJ for 12 calendar months from bonus payment date.

B. Recruitment Bonus Amount and Payment

1. Amount

The recruitment bonus is a one-time gross payment in an amount determined by the executive director and is subject to federal withholding taxes, *Federal Insurance Contributions Act*, and Medicare. Recruitment bonuses are not subject to Employees Retirement System of Texas deductions.

2. Payment

- a. Recruitment bonus payments are paid in accordance with the TDCJ's payroll processing procedures. The recruitment bonus payment shall occur in the payroll period after the contract is signed. The recruitment bonus check shall be sent to the employee's human resources representative as a separate check for distribution to the employee.
- b. Recruitment bonus payments are contingent upon continued legislative authority, availability of funds, and as determined by the executive director.

C. Conditions for Receipt of Bonus

1. Unit or Office of Assignment

The TDCJ shall routinely evaluate the staffing levels of units and offices designated as understaffed correctional facilities and parole offices to determine continued status eligibility.

2. Length of Employment

Bonus recipients shall remain employed with the TDCJ at the designated understaffed correctional facility or parole office in a classified position for 12 calendar months from the bonus payment, or refund the full amount or a prorated amount of the recruitment bonus payment based on the remaining uncompleted service months.

- a. Calendar Month: A bonus recipient who does not start work on the first workday of the month cannot count that month as part of the months of service in the contract.
- b. Leave Without Pay (LWOP): A bonus recipient on LWOP for an entire calendar month cannot count that month as part of the months of service in the contract.

3. Contract and Terms

a. Contract Signing

The contract shall be offered only once to eligible bonus recipients, either at direct hire or at PSTA or POTA graduation.

b. Conditions for Refund of Bonus

- (1) If a bonus recipient voluntarily resigns or is separated from employment with the TDCJ for any reason within three calendar months from the bonus payment date, the bonus recipient shall refund the TDCJ the full bonus amount.
- (2) If a bonus recipient voluntarily resigns or is separated from employment with the TDCJ for any reason after three calendar months, but less than 12 calendar months from the bonus payment date, the bonus recipient shall refund the TDCJ a prorated amount based on the remaining uncompleted service months. The amount is computed by dividing the bonus amount by 12 then multiplying by the number of uncompleted months.

II. Executive Director's Recruiting Award

TDCJ employees shall receive the Executive Director's Recruiting Award that includes a certificate of recognition, a \$100 gift card, and eight hours of administrative leave for each applicant referral that results in a newly hired CO accepting an assignment at a designated bonus unit, or a newly hired maintenance supervisor or equipment operator (truck driver).

Newly hired COs shall remain employed at a designated bonus unit, and maintenance supervisors or equipment operators (truck drivers) at any location, for at least six complete calendar months in order for the referring TDCJ employee to receive the Executive Director's 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.

The PERS 415, Applicant Referral (Attachment A), shall be completed and signed by both the applicant and the referring TDCJ employee and submitted along with the application, or at the time of the applicant's job interview. The PERS 415 cannot be submitted separately or added to the application at a later date.

Agency directors, wardens/assistant wardens, designated prospectors, and recruiters are ineligible to receive the Executive Director's Recruiting Award.

Bryan Collier
Executive Director

TEXAS DEPARTMENT OF CRIMINAL JUSTICE APPLICANT REFERRAL

NOTE TO APPLICANTS AND EMPLOYEES: With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

APPLICANT'S INFORMATION:

Name: _____
(Last, First, MI)

Month/Day of Birth: _____
(mm/dd)

The below named employee of the Texas Department of Criminal Justice referred me for a ☐ correctional officer,
☐ maintenance supervisor, or ☐ equipment operator (truck driver) position.

Today's Date

Applicant's Signature

TDCJ EMPLOYEE'S INFORMATION:

Payroll Name: _____
(Last, First, MI)

Month/Day of Birth: _____
(mm/dd)

Your name as you want it to appear on the award certificate: _____

Job Title: _____ Unit or Department: _____

Home Mailing Address: _____

City, State, Zip: _____

I have referred the above named applicant for a correctional officer, maintenance supervisor, or equipment operator (truck driver) position with the Texas Department of Criminal Justice. I understand I will receive a \$100 gift card and eight hours of administrative leave for an applicant referral that results in a newly hired CO accepting an assignment at a designated bonus unit or a maintenance supervisor or equipment operator (truck driver) at any location. I acknowledge that the value of the gift card is considered taxable income and choose from the following options:

☐ Walmart ☐ Target ☐ HEB ☐ Kroger ☐ Shell ☐ Exxon ☐ Academy ☐ Amazon

Today's Date

Employee's Signature

IMPORTANT INSTRUCTIONS: Both the applicant and employee shall complete and sign the appropriate section of the form. The completed form shall be submitted along with the State of Texas Application for Employment, or at the time of the applicant's job interview. It cannot be submitted separately or added to the application at a later date.

APPLY TODAY!

Visit our website: www.tdcj.texas.gov and select **Career Opportunities**.

Correctional Officer:

- ★ Select **Schedule CO Pre-Employ Test** in left side bar.
- ★ Choose test location and date.
- ★ Download and complete the employment application forms.
- ★ Bring your completed State of Texas Application for Employment, TDCJ Employment Application Supplement, and all required documents to your scheduled correctional officer pre-employment testing appointment.

Maintenance Supervisor or Equipment Operator (truck driver):

- ★ Select **TDCJ Job Search**.
- ★ Choose a maintenance supervisor or equipment operator position and follow the directions at the bottom of the posting on how to apply.