

# Executive Directive PD-89, “Salary Equity Adjustments”



May 1, 2024  
Supersedes None

## Authority

1. General Appropriations Act (88th Legislature), Article IX, Section 3.07
2. BP-02.08, “Statement of Internal Controls”

## Applicability

Texas Department of Criminal Justice

## Employment At Will Clause

This directive does not constitute an employment contract or a guarantee of continued employment. The Texas Department of Criminal Justice (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 may award salary equity adjustments to maintain desirable salary relationships without regard to race, color, religion, sex (gender), national origin, age, disability, or genetic information. The TDCJ has zero tolerance for all forms of unlawful discrimination in the salary equity adjustments recommendation and approval process. Unlawful harassment or retaliation is prohibited. No employee will be subjected to harassment or retaliation for opposing or reporting unlawful discrimination in the salary equity adjustments recommendation and approval process or for associating with a person who opposed or reported an alleged violation of a federal or state law relating to such entitlements.

### Definitions

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

#### "Salary Equity Adjustment"

Change in the salary rate of an employee whose position is classified under the *State of Texas Position Classification Plan* to any rate within the employee's salary group range in accordance with the general provisions of this directive.

#### "Salary Equity Adjustment Packet"

Includes the Salary Equity Adjustment Proposal decision memorandum, market review analysis, and a spreadsheet containing the proposed salary equity adjustment.

### Procedures

- I. General Provisions
  - A. A salary equity adjustment is not a merit salary increase or a means of rewarding or recognizing an employee's job performance, nor is it a promotion or reclassification. The sole purpose of a salary equity adjustment is to maintain equitable salary relationships:
    1. among TDCJ employees; and
    2. between TDCJ employees and individuals who hold similar positions in other state agencies.
  - B. A salary equity adjustment consists of an increase within the range of the employee's current salary group. There are no established minimum or maximum amounts for a salary equity adjustment.
  - C. Salary equity adjustments are not automatically initiated when a salary inequity exists. A salary equity adjustment will be considered only if funds are available.
  - D. An approved salary equity adjustment will be effective on the first calendar day of the month following approval. The adjusted salary will not be prorated or retroactive.

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- E. An employee's receipt of a salary equity adjustment does not affect their eligibility for a merit increase. A salary equity adjustment can be granted in combination with a merit increase.

### II. Salary Relationship Review and Analysis

A salary equity adjustment packet shall include a market review analysis that demonstrates an inequity exists by outlining applicable salary relationships within the current job market. One packet shall be submitted per job title.

- A. If a proposed salary equity adjustment is based on salary relationships among TDCJ employees, the review and analysis must be based on the salaries of employees in the same job classification who perform the same type and level of work.
- B. If a proposed salary equity adjustment is based on salary relationships between TDCJ employees and individuals who hold similar positions in other state agencies, the review and analysis must be based on the applicable current salary relationship.
- C. Salary equity adjustments do not affect job titles.
- D. Proposed increases shall not be above the maximum salary rate for the classified position.

### III. Recommendation and Approval Process

- A. A salary equity adjustment must be initiated by the division director.
- B. The division director shall submit a completed Salary Equity Adjustment Packet to Human Resources (HR) Business Operations staff via email at [1408req@tdcj.texas.gov](mailto:1408req@tdcj.texas.gov). HR staff shall review and verify the analysis of the request. Once the HR director concurs with the findings, the request shall be forwarded to the budget director for confirmation of budget availability and concurrence. The recommendation shall then be forwarded through the deputy chief financial officer (CFO) and the CFO to the executive director for approval. The award of salary equity adjustments is subject to approval and discretion of the executive director.
- C. An employee shall not be notified of the recommendation for a salary equity adjustment until the recommendation has been approved.

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- D. Upon approval, the method of employee notification may be determined by the division director or designee.

#### IV. Forms/Documents

- A. [Salary Equity Adjustment Proposal decision memorandum template](#)
- B. [Salary Equity Adjustment Proposal market review analysis template](#)
- C. [Salary Equity Adjustment Proposal position spreadsheet template](#)

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