

**JUNE 2020 PERSONNEL MANUAL UPDATE
SUMMARY OF REVISIONS**

EXECUTIVE DIRECTIVE:

PD-54, “Recruitment Bonus Program” (rev. 3)

- Overall: Newly hired maintenance supervisors, equipment operators (truck drivers), parole officers, and current TDCJ employees are now eligible for the recruitment bonus. Reference has been updated throughout the directive.
- Definitions: Revised to include an introductory statement consistent with other policies. Revised definition for Bonus Recipient.
- Section I: Added reference to entering the bonus contract upon graduation from the Parole Officer Training Academy (POTA), as well as agreeing to remain employed at a designated parole office in a classified parole officer position; any maintenance supervisor position; or any equipment operator (truck driver) position for 12 calendar months from the bonus payment date.
- Section I.A.1: Replaced “CO” with “bonus recipient” and added reference to completion of POTA.
- Section I.A.2.b & 3.b: Added that rehired TDCJ employees and retirees that have previously received a recruiting bonus are not eligible to receive an additional bonus.
- Section I.A.4: Added new section for current TDCJ employees entering into the contract upon employment into a full-time CO, PO, maintenance supervisor, or equipment operator (truck driver) position. 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.
- Section I.A.5.b: Bonus recipients that promote in accordance with PD-71 are entitled to keep their recruitment bonus without repayment if they remain employed by the TDCJ for 12 calendar months from bonus payment date.
- Section I.C.1&2: Added reference to parole offices.
- Section I.C.3.a: Revised to state that the contract shall be offered only once to eligible bonus recipients, either at direct hire or at PSTA or POTA graduation.
- Section I.C.3.b(2): Clarified separation of employment to include those who voluntarily resign or separate employment with the TDCJ for any reason.
- Section II: Revised language regarding the Executive Director’s Recruiting Award, which now also applies to newly hired maintenance supervisors or equipment operators (truck drivers).
- Attachment A, PERS 415: Revised for consistency with changes to policy; added language regarding gift cards; updated the website instructions.
- Minor grammatical and formatting revisions were made.