

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**  
**PD-54 (rev. 2), “Recruitment Bonus Program”**  
**APRIL 1, 2015**  
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TEXAS DEPARTMENT  
OF  
CRIMINAL JUSTICE

**NUMBER:** PD-54 (rev. 2)

**DATE:** April 1, 2015

**PAGE:** 1 of 6

**SUPERSEDES:** PD-54 (rev. 1)  
November 1, 2009

## **EXECUTIVE DIRECTIVE**

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**SUBJECT:** RECRUITMENT BONUS PROGRAM

**AUTHORITY:** Tex. Gov't Code §§ 659.262, 812.205, 2113.201

**APPLICABILITY:** Texas Department of Criminal Justice (TDCJ)

**EMPLOYMENT AT WILL CLAUSE:**

These guidelines **do not** constitute an employment contract or a guarantee of continued employment. The TDCJ reserves the right to change the provisions of these guidelines at any time.

Nothing in these guidelines and procedures limits the executive director's authority to establish or revise human resources policy. These guidelines and procedures are adopted to guide the internal operations of the TDCJ and **do not** create any legally enforceable interest or limit the executive director's, deputy executive director's, or division directors' authority to terminate an employee at will.

**POLICY:**

The TDCJ shall award a recruitment bonus to newly hired full-time correctional officers (COs), including qualified rehired TDCJ retirees and former TDCJ employees, assigned to units designated by the TDCJ as understaffed correctional facilities. The TDCJ shall also provide 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:**

"Bonus Payment Date," for the purpose of this directive, is the date printed on the recruitment bonus check issued by the comptroller of public accounts.

"Bonus Recipient," for the purpose of this directive, is a newly hired full-time CO, including a rehired TDCJ retiree or former TDCJ employee, who meets the eligibility criteria as stated in this directive and enters into the Correctional Officer Recruitment Bonus Contract (contract) accepting the recruitment bonus payment and assignment to a designated understaffed correctional facility.

“Calendar Month,” for the purpose of this directive, 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

Newly hired full-time COs 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). 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 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 COs

All newly hired full-time COs may elect to enter into the contract upon completion of the PSTA.

##### 2. Rehired TDCJ Retirees

Rehired TDCJ retirees may qualify to enter the contract upon employment to a full-time CO position after the required 90-calendar day waiting period from the date of retirement.

##### 3. Rehired Former TDCJ Employees

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 position. An example of an eligible full year of separation is April 15, 2013 to April 14, 2014.

##### 4. Employee Transfers and Promotions

###### a. Employee Transfers

- (1) Bonus recipients may only request a voluntary transfer to another unit of assignment in a full-time CO position prior

to completion of the 12-calendar month bonus period of the contract by an approved emergency transfer or if an administrative reassignment is initiated and approved in accordance with PD-79, "Employee Transfers and Reassignments."

- (2) Bonus recipients may 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 with the exception of an approved emergency transfer or an administrative reassignment initiated and approved in accordance with PD-79, "Employee Transfers and Reassignments."
- (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.

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 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 of Assignment

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

2. Length of Employment

Bonus recipients shall remain employed with the TDCJ at the selected unit designated as an understaffed correctional facility 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 newly hired COs, either at graduation or direct hire.

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 employment is separated for any reason after three or more calendar months of the bonus payment date, but less than 12 calendar months, 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

Full-time TDCJ employees shall receive the Executive Director's Recruiting Award that includes a certificate of recognition 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. Part-time TDCJ employees shall receive four hours of administrative leave. The PERS 415, Correctional Officer Applicant Referral (Attachment A), shall be completed and signed by both the CO applicant and the referring TDCJ employee and included with the application when the CO applicant reports for CO screening. The PERS 415 cannot be submitted separately or added to the application at a later date.

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Brad Livingston  
Executive Director

## TEXAS DEPARTMENT OF CRIMINAL JUSTICE CORRECTIONAL OFFICER 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 Tex. Gov't Code §§ 552.021 and 552.023, to receive and review the collected information. Under Tex. Gov't 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.

Name: \_\_\_\_\_ Applicant's Month/Day of Birth: \_\_\_\_\_  
(Last, First, MI) (mm/dd)

The below named employee of the Texas Department of Criminal Justice referred me for a correctional officer position.

\_\_\_\_\_  
**Today's Date** **Applicant's Signature**

Payroll Name: \_\_\_\_\_ Employee's Month/Day of Birth: \_\_\_\_\_  
(Last, First, MI) (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 position with the Texas Department of Criminal Justice.

\_\_\_\_\_  
**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 included in the State of Texas Application for Employment when it is submitted during the pre-employment test for a correctional officer position. It cannot be submitted separately or added to the application at a later date.

**Be a Correctional Officer  
APPLY TODAY!**

- ★ Visit our website: [www.tdcj.texas.gov](http://www.tdcj.texas.gov)
- ★ Select **Employment**.
- ★ Select **Schedule CO Pre-Employment Test**.
- ★ 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.