

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PD-72 (rev. 17), “EMPLOYEE SALARY ADMINISTRATION”
SEPTEMBER 1, 2019

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Attachment A: Payroll Effective Dates and Timeframes for PSC Entry/Approval (09/19)

Attachment B: PERS 465, Salary Worksheet for Interagency Transfers (09/19)



TEXAS DEPARTMENT
OF
CRIMINAL JUSTICE

NUMBER: PD-72 (rev. 17)

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SUPERSEDES: PD-72 (rev. 16)
November 1, 2017

EXECUTIVE DIRECTIVE

SUBJECT: EMPLOYEE SALARY ADMINISTRATION

AUTHORITY: Tex. Gov't Code §§ 76.005, 493.001, 493.006(b), 508.113, 508.1131, 659.001–.308; *General Appropriations Act*, Acts 2019, 86th Leg., R.S., art. IX § 2.01 *Position Classification Plan*; 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 promotes equal employment opportunity through a salary administration system designed to determine an employee's salary without regard to race, color, religion, sex (gender), national origin, age, disability, or genetic information. The TDCJ has zero tolerance for all forms of employment discrimination. No employee or applicant for employment shall be subjected to retaliation for opposing or reporting employment discrimination.

DEFINITIONS:

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

"Administrative Reassignment" is a lateral transfer or voluntary demotion initiated and approved by TDCJ management upon determination that the action is in the TDCJ's best interest. The

employee shall meet the minimum qualifications of the position to which the employee is being reassigned, be able to perform the essential functions of the position, and otherwise be eligible for placement in the position, including compliance with the nepotism rule.

“Career Ladder” is a series of positions requiring greater responsibilities, knowledge, skills, and abilities to function with less supervision as the classification level increases. Other terms having the same meaning are “career path” and “career program.”

“Career Ladder Position” is a classified position included in a specified career ladder.

“Classified Position” is a position identified in the *General Appropriations Act* as being included in the *Position Classification Plan*; includes all positions in Classification Salary Schedules A, B, or C.

“Continuous Months of Correctional Career Position Service” are months of service in one or more correctional career positions: (1) from current date of hire if an employee’s only service from current date of hire is in a correctional career position; or (2) from an employee’s last move to a correctional career position. Such service does not include months of service prior to rehire or prior to moving to a non-correctional career position.

“Correctional Career Position” (CCP) includes the following TDCJ positions: correctional officer (CO) III, IV, and V; supervisor of COs; food service manager (FSM) II, III, and IV; and laundry manager (LM) II, III, and IV. For the purpose of determining an employee’s salary rate, months of service as a purchaser I, necessities officer is counted as months of service in an LM position.

“Correctional Career Position Service” (CCPS) is months of satisfactory or restored active service accrued while in a CCP.

“Current CCPS” is CCPS accrued by an employee from the employee’s current date of hire or the employee’s last move to a CCP.

“Demotion” is a change in the duty assignment of an employee from one classified position to another classified position in a lower salary group, such as B15 to A14 or B15 to B14.

“Established Salary Rate” is the base monthly pay rate assigned to a TDCJ position.

“Exempt Position” is a position listed in the TDCJ Schedule of Exempt Positions, Article V, *General Appropriations Act*. Only a limited number of TDCJ positions are exempt positions not included in a classification salary schedule. For the purpose of this directive, this term is not a *Fair Labor Standards Act* exempt position.

“Increment,” for the purpose of calculating TDCJ salary administration, is 3% of a Salary Schedule A salary rate.

“Interagency Transfer” is the move of an employee from one state agency to another state agency via promotion, voluntary demotion, or lateral transfer without a break in service.

“Involuntary Demotion” is a disciplinary action that results in an involuntary change in duty assignment from one classified position to another classified position in a lower salary group, such as B15 to A14 or B15 to B14, with at least a 3% salary decrease into or within Salary Schedule A or at least a 3.4% salary decrease into or within Salary Schedule B, includes a payroll action imposed in accordance with PD-22, “General Rules of Conduct and Disciplinary Action Guidelines for Employees,” or that is imposed as an element of a mediation agreement in accordance with PD-35, “Independent Dismissal Mediation and Dispute Resolution.”

“Lateral Transfer” is a change in the duty assignment from one classified position to another position of like or different classification with similar levels of responsibility in the same salary group, such as A15 to B15, with a lower, same, or higher established salary rate. If a position is in the same salary group with a higher established salary rate and is posted for inside or outside applicants, an employee may be laterally transferred only after applying for the position and being selected in accordance with PD-71, “Selection System Procedures.” A lateral transfer in the form of an administrative reassignment shall be into a position with a lower or same established rate in the same salary group, such as A15 to B15.

“Move” is a change in position that may consist of a lateral transfer, promotion, voluntary demotion, or involuntary demotion.

“Non-Unit-Based Position” is a TDCJ position that is not assigned to a correctional facility and does not provide or support direct offender operations.

“Pay Level” designates compensation based on the minimum months of consecutive service required within a career ladder position.

“Promotion” is a change in the duty assignment of an employee from one classified position to another classified position that: (a) is in a higher salary group with at least a 3% salary increase into or within Salary Schedule A or at least a 3.4% salary increase into or within Salary Schedule B; (b) requires higher qualifications, such as greater skill or longer experience; and (c) involves a higher level of responsibility.

“Reassignment” is a voluntary move from a non-CCP to a CCP via promotion, lateral transfer, or voluntary demotion.

“Reduction in Pay” is a disciplinary action that results in an involuntary and temporary decrease in salary rate within an employee’s current salary group, includes a payroll action imposed in accordance with PD-22, “General Rules of Conduct and Disciplinary Action Guidelines for Employees,” or that is imposed as an element of a mediation agreement in accordance with PD-35, “Independent Dismissal Mediation and Dispute Resolution.”

“Salary Adjustment” is the established salary rate increase that an employee receives when the employee meets the eligibility criteria to advance to a higher level within a career ladder.

“Salary Range” is the minimum through maximum salary rates for Salary Schedule A, B, or C.

“Salary Rate” is the base monthly pay rate within the salary range for a TDCJ position.

“Satisfactory Annual Performance Evaluation” is an annual performance evaluation that includes a minimum rating of “meets standards” for each essential function of the position.

“Series” is: a CO series to include CO III - major; an FSM series to include FSM II, III, and IV; an LM series to include LM II, III, and IV; or a parole officer (PO) series to include PO I-V.

“Supervisor of Correctional Officers” is any of the following positions: sergeant, lieutenant, captain, major, assistant warden, and warden.

“Targeted Career Position” is any of the following positions: correctional officer (CO), sergeant, lieutenant, captain, major, laundry manager (LM), food service manager (FSM), and parole officer (PO).

“Unit-Based Position” is a prison or state jail position whose primary objective is providing and supporting direct offender operations.

“Voluntary Demotion” is an employee-requested change in duty assignment from one classified position to another classified position in a lower salary group. A voluntary demotion in the form of an administrative reassignment shall only be into a position with a lower or same established salary rate in a lower salary group. Voluntary demotions are requested by employees for personal reasons and are not a result of a disciplinary action.

PROCEDURES:

I. Classification Salary Schedules

The *General Appropriations Act* contains three classification salary schedules that identify the salary groups and salary ranges for full-time, part-time, and temporary classified positions. The three classification salary schedules included are Salary Schedule A, B, and C and are available on the TDCJ website at www.tdcj.texas.gov under “Links of Interest” on the Human Resources Division webpage. Salary Schedule A positions include administrative support, maintenance, service, para-professional, and technical positions. Salary Schedule B positions include professional and managerial positions. Salary Schedule C positions include Texas Commission on Law Enforcement (TCOLE) certified law enforcement officers. TDCJ positions shall be set at established salary rates reflected in the position postings.

II. General Salary Provisions

The general salary provisions in this section apply to non-targeted career positions. The established salary rate for an employee in or moving to a targeted career position shall be

determined by the applicable procedures in Section IV, V, or VI of this directive, which generally specify the exact salary group and rate the employee will receive.

A. Established Salary Rate

An employee's salary rate shall never be less than the established salary rate of the employee's position.

B. Promotions

When an employee is promoted, the employee shall receive a salary rate increase.

1. Promotion Within or Into Salary Schedule A

The employee shall receive a salary rate at least one increment higher with at least a 3% salary increase, rounding up to the next whole dollar, over the employee's current established salary rate or the established salary rate of the new position, whichever is higher.

2. Promotion Within or Into Salary Schedule B

The employee shall receive a salary rate that is at least 3.4% higher, rounding up to the next whole dollar, than the employee's current established salary rate or the established salary rate of the new position, whichever is higher.

3. Promotion Within or Into Salary Schedule C

The employee shall receive the established salary rate set in Salary Schedule C for that position.

C. Lateral Transfers

When an employee receives a lateral transfer within or into Salary Schedule A or B, the employee will receive the established salary rate of the position, which may be lower than, the same as, or higher than the employee's current salary rate.

D. Voluntary Demotions

The salary of an employee whose position has not been identified for deletion through a reduction-in-force (RIF) and who is voluntarily demoted shall be reduced to the established salary rate in a lower salary group. A voluntary demotion in the form of an administrative reassignment shall only be into a position with a lower or same established salary rate in a lower salary group. If the employee's voluntary demotion is a result of a RIF, the procedures in Section VII of this directive apply.

E. Reductions in Pay and Involuntary Demotions

1. General Provisions

- a. If an employee receives a reduction in pay, the employee's salary rate shall be reduced within the employee's current salary group.
- b. If an employee receives an involuntary demotion, the demotion shall be to a budget authorized position.

2. Reduction Within or Demotion Within or Into Salary Schedule A

The employee shall receive a salary rate at least one increment below, rounding down to the next whole dollar, the established salary rate the employee was receiving before imposition of the disciplinary action. A monetary loss greater than one increment is not required to be divisible by 3%.

3. Reduction Within or Demotion Within or Into Salary Schedule B

The employee shall receive a salary rate at least 3.4% below, rounding down to the next whole dollar, the established salary rate the employee was receiving before imposition of the disciplinary action.

4. Reduction Within or Demotion Within or Into Salary Schedule C

- a. Upon imposition of a reduction in pay, the employee's salary rate shall be reduced to a salary rate lower than the employee's current salary rate as determined by the salary schedule. The salary rate of an employee in Salary Group C1, C2, C7, or C8 shall not be reduced.
- b. Upon imposition of an involuntary demotion, the employee shall receive the salary rate set in Salary Schedule C for the salary group to which the employee was demoted.

5. Completion of Concurrently Imposed Disciplinary Probation Period and Effect on Salary Rate

a. Reduction in Pay

An employee's reduction in pay is effective only for the number of disciplinary probation months concurrently imposed with the reduction in pay. Upon completion of the applicable disciplinary probation months, the employee's prior salary rate shall be restored. A separate disciplinary action that does not include a

reduction in pay does not extend the number of months the reduction in pay is in effect.

If the employee is in a career ladder and the employee's prior position or pay level was not the highest position in the career ladder, the months and days of satisfactory or restored active service the employee accrued prior to the reduction in pay count toward the employee's next salary adjustment.

b. Involuntary Demotion

- (1) If the employee was involuntarily demoted within a career ladder, the employee's involuntary demotion is effective for the number of disciplinary probation months that were concurrently imposed with the involuntary demotion. Upon completion of the applicable disciplinary probation, the employee shall be reinstated to the employee's previous career ladder position or pay level. A subsequent disciplinary action that does not include involuntary demotion does not extend the number of months that an involuntary demotion is in effect.

If the employee's career ladder position or pay level before the involuntary demotion was not the highest position in the career ladder, the months and days of satisfactory or restored active service the employee accrued prior to the involuntary demotion count toward the employee's next salary adjustment.

- (2) An employee who was not involuntarily demoted within a career ladder shall not be reinstated to the employee's previous position or salary group; the employee shall compete for promotion to the previous position or salary group.

F. Transfer from Exempt Position to Classified Position

1. Transfer Into Salary Schedule A

An employee shall receive a salary rate within the position's salary group not to exceed the employee's current exempt salary. During the fiscal biennium in which the employee transfers from an exempt position to a classified position, the employee's salary rate may not exceed \$30 over the salary rate received by the employee when holding the exempt position.

2. Transfer Into Salary Schedules B or C

An employee shall receive a salary rate within the position's salary group not to exceed the employee's current exempt salary or the maximum salary rate of the new salary group, whichever salary rate is lower. During the fiscal biennium in which the employee transfers from an exempt position to a classified position, the employee shall not receive a higher salary rate.

G. Assignment to a Salary Schedule B Position, Group B22 or above

The executive director may assign an employee to a Salary Schedule B position, group B22 or above, based on the TDCJ's needs. The employee's salary rate will be determined by the executive director.

H. New and Rehired State Employees

A new or rehired state employee shall receive the established salary rate reflected in the Human Resources Division position posting. Requests for an exception to this provision shall be submitted to the human resources director, who shall forward a recommendation to the executive director or designee for a final written decision prior to the payroll effective date.

I. Interagency Transfer

The salary rate for an interagency transfer shall be in accordance with the procedures in Section II.B, C, or D for promotions, lateral transfers, or voluntary demotions.

J. Windham School District (WSD) Employees

WSD employees are not state agency employees. No interagency transfer occurs when the TDCJ hires a WSD employee. The employee's established salary rate shall be determined in the same manner as a new or rehired state employee in accordance with Section II.H of this directive.

III. Salary Adjustments for Career Ladder Positions

Various career ladder positions have been established within the TDCJ in accordance with Article V, *General Appropriations Act* or PD-93, "Employee Classification." An employee in a career ladder position may be required to meet that career ladder's unique criteria before being eligible to receive a salary adjustment. Generally, one criterion is the accrual of consecutive months of satisfactory or restored active career ladder service, and the following guidelines are used to determine whether the employee meets the service requirement.

A. Consecutive Months of Service

For the purpose of career ladder eligibility criteria, months of service are considered consecutive if there has not been any period of separation from employment or break in service. Periods of leave without pay (LWOP) are not a break in service.

If a criterion references consecutive months of career ladder service, the months of service that may be counted begin at the employee's current date of hire or the most recent date that the employee was placed into a career ladder level.

B. Active Service

Service completed other than a full calendar month of LWOP counts as active service. A full calendar month of LWOP shall postpone an employee's salary adjustment. However, an employee who goes out on LWOP for a full calendar month and returns to duty retains credit for previous months of satisfactory or restored active career ladder service.

A full calendar month of LWOP includes the first calendar day through the last calendar day of the same month.

C. Satisfactory Service

Any day an employee is serving disciplinary probation does not count as satisfactory service until the period of disciplinary probation has been successfully completed.

D. Restored Career Ladder Service

1. An employee's prior months of disciplinary probation while in a career ladder count toward the employee's advancement within the career ladder if the employee has completed the probation.
2. An employee in a career ladder position who satisfies the criteria shall have the applicable months of prior disciplinary probation restored on the day after completion of probation. If an employee is on disciplinary probation when the career ladder is due, the career ladder adjustment will be effective the day after completion of disciplinary probation.
3. If an employee's restored service results in a salary increase, the employee shall receive credit for any satisfactory or restored active months of career ladder service exceeding the minimum requirement for the employee's new career ladder level. Such months count toward the employee's next career ladder salary increase or increases.

IV. Correctional Officer, Food Service Manager II-III, and Laundry Manager II-III Career Ladders

A. Salary Rates

The career ladder established salary rates for the CO, FSM II-III, and LM II-III positions are provided on the salary rate reference sheets and are available on the TDCJ website at www.tdcj.texas.gov under “Links of Interest” on the Human Resources Division webpage. An employee placed in one of these career ladders shall receive a salary rate corresponding with a correctional career pay level identified on the salary rate reference sheets, not to exceed the established salary rate for pay level 4.

An employee may move between these positions without negatively impacting the employee’s career ladder advancement. Months of satisfactory or restored active service from an employee’s current date of hire in one of these career ladders count toward career ladder advancement in all three career ladders.

B. Part-time COs

1. Established Salary Rates

The established salary rate for a part-time CO shall be a prorated amount based upon the correctional career ladder up to a CO IV, pay level 2. A part-time CO shall not hold a CO IV pay level 3 or CO V position.

2. Part-time to Full-time or Full-time to Part-time CO Changes

Such changes shall be requested and approved in accordance with PD-79, “Employee Transfers, Reassignments, and Temporary Assignments” and may only occur once in any 12-month period.

a. Part-time to Full-time Change

- (1) The part-time CO salary rate limitation remains applicable for a part-time CO who temporarily changes to a full-time CO position in accordance with PD-79. While temporarily working as a full-time CO, the CO shall not receive a salary rate exceeding the established salary rate for a CO IV, pay level 2.
- (2) The pay level for a CCP retiree who was reemployed as a part-time CO within 36 months of retirement or latest separation date and who permanently changes to a full-time CO position shall be determined in accordance with the procedures in Section IV.C.1 of this directive.

- (3) The pay level for any other part-time CO permanently changing to a full-time CO position shall correspond with the CO's current CCPS or be equivalent to the pay level held as a part-time CO, whichever is higher. If the CO's placement pay level is below CO V, the CO shall receive credit for any months of current CCPS exceeding the minimum requirement for the placement pay level. Such months shall count toward the employee's next salary adjustment. Further career ladder advancement shall be as described in the CO career ladder table included on the salary rate reference sheets.

b. Full-time to Part-time Change

If a full-time CO IV or V changes to a part-time CO position, the CO shall be moved to a CO IV position, pay level 2.

C. Full-time CCP Rehires

1. Retirees in a CCP on Retirement Effective Date

This section applies to retirees who are being rehired into a CCP or who have been rehired and are transferring to a CCP within 36 months of the retiree's most recent date of separation from a CCP. Retirees who were in another position at the time of retirement, or who are rehired into a CCP after 36 months of the retiree's most recent date of separation from a CCP, shall be rehired under the provisions in Section IV.C.2.b of this directive, regardless of prior CCPS.

a. CO, FSM, and LM Retirees

- (1) The retiree shall be rehired to a pay level equivalent to whichever of the following results in the higher pay level, not to exceed pay level 4:
 - (a) The retiree's continuous months of satisfactory or restored active CCPS at the time of retirement;
 - (b) The pay level held at the time of retirement; or
 - (c) The pay level or correctional career salary group and rate held on the date of most recent employment separation; for example, a CO retiree rehires as a supervisor of COs, FSM IV, or LM IV, separates from that supervisory position, and later rehires as a CO.

(2) If the retiree's career ladder placement upon rehire is below pay level 4, and the retiree's continuous months of CCPS at the time of retirement were more than the minimum months required for placement at that level, the additional months shall count toward the rehired retiree's next salary adjustment.

b. Supervisor of CO, FSM IV, or LM IV Retiree

Such a retiree shall be rehired at a pay level 4.

2. Other CO Rehires

a. Most Recent Position Was CCP within 36-Month Period Preceding Effective Date of Rehire

The former employee shall be placed in the CO career ladder at the pay level that is equivalent to one level below the established salary rate of the most recent CCP held prior to rehire, not to exceed CO IV, pay level 2. If the former employee was a part-time CO at the time of separation, the placement pay level shall be one pay level below the pay level the employee would have held prior to separation if the employee had been a full-time CO.

b. All Other CO Rehires Regardless of Prior CCPS

The former employee shall be placed at a CO III, pay level 1.

c. Further Career Ladder Advancement

A rehired CO is required to complete the minimum consecutive months of satisfactory or restored active service required at each pay level.

D. CO Applicants with a Bachelor's Degree or Two Years Active Military Service

A CO applicant, including a CO rehire, shall be hired as a CO IV, pay level 2 if the applicant has:

1. A bachelor's degree conferred by an institution of higher education accredited by the Council for Higher Educational Accreditation (CHEA) or by the United States Department of Education (USDE); or

2. At least two years of active military service and:
 - a. Was released from military service under honorable conditions; or
 - b. Is a current member of a reserve component of the uniformed services, but is not on active duty, unless on terminal leave.

E. Voluntary Move Within CCP Career Ladder

1. Move to CO Position

The employee shall be placed at a pay level corresponding with the employee's current CCPS, unless the employee is a retiree rehired within 36 months.

2. Move to FSM II-III or LM II-III Position

The employee's pay level and next step adjustment date shall not change.

3. If the employee is placed in a pay level lower than pay level 4, the employee shall advance through the career ladder the same as a newly hired employee.

F. Reassignment to a CCP Position

1. Employee with No Current CCPS

Placement within the career ladder by an employee who is not affected by a RIF shall be pay level 1.

The employee is required to complete the minimum consecutive months of satisfactory or restored active service required at each pay level for a PSTA new hire, as indicated in the career ladder table on the salary rate reference sheets.

2. Employee with Current CCPS

a. Employee Promoted or Laterally Transferred from CCP

The pay level for an employee who promoted or laterally transferred from a CCP and remained on payroll shall be the pay level equivalent to the pay level from which the employee left based on the employee's previous CCP months.

b. Further Career Ladder Advancement

Further career ladder advancement for an employee placed in a position below pay level 4 shall be as follows.

If the employee had accrued 18 or fewer months of satisfactory active CCPS from current date of hire, the employee shall receive credit for all months of such service immediately upon return to a CCP. The employee shall advance through the appropriate career ladder the same as an employee who never left the career ladder.

If the employee had accrued more than 18 months of satisfactory or restored active CCPS from current date of hire, the employee shall remain at the pay level in which the employee was placed until the employee has completed 12 consecutive months of satisfactory active service. The employee shall then receive credit for total months of satisfactory or restored active CCPS accrued from current date of hire. If applicable, the employee shall advance to a higher pay level and have such months of service count toward advancement to the next career ladder salary adjustment(s). Further career ladder progression shall be as described on the salary rate reference sheets.

c. Employee Voluntarily Demoted from CCP

(1) Reassignment to a CCP Position

The pay level for an employee who voluntarily demoted from a CCP, remained on payroll, and whose reassignment to a CCP position is occurring within 36 months of the voluntary demotion shall be a pay level equivalent to one level below the salary group and rate of the most recent CCP held, not to exceed pay level 2. If the reassignment occurs after 36 months of the voluntary demotion, the employee's pay level shall be pay level 1.

(2) Further Career Ladder Advancement

The employee is required to complete the minimum consecutive months of satisfactory or restored active service required at each pay level as indicated on the salary rate reference sheets.

G. Reduction in Pay Within a CCP Career Ladder

1. The employee's salary rate shall be reduced at least one increment. It is not necessary for the employee's reduced salary rate to correspond with a pay level.
2. Restoration of the employee's previous salary rate and the employee's further career ladder advancement shall be in accordance with Section II.E.5 of this directive.

H. Involuntary Demotion Into a CCP Career Ladder

1. Employee Currently in a CCP

- a. The employee's pay level shall be based on whichever one of the following results in the lower pay level.

- (1) A pay level with an established salary rate at least one increment lower than the employee's current salary rate.

If a one increment decrease falls between two pay levels, the next lower level shall be considered; or

- (2) A pay level based on the employee's months of satisfactory or restored active service in a CCP from current date of hire.

- b. Immediately after the employee completes the applicable number of disciplinary probation months, the employee shall be reinstated to a pay level based on the employee's total months of satisfactory or restored active CCPS from current date of hire. If the employee is reinstated to a pay level lower than pay level 4 and the employee's total months of satisfactory or restored active CCPS from current date of hire are more than the minimum months required for placement at the reinstated level, the additional months of service counts toward advancement to the next pay level.

2. Non-Correctional Career Employee with Current CCPS

The employee's pay level shall be based on whichever one of the following results in the lower pay level:

- a. A pay level having an established salary rate at least one increment lower than the employee's current salary rate.

If a one increment decrease falls between two pay levels, the next lower level shall be considered; or

- b. A pay level equivalent to the pay level from which the employee left, not to exceed pay level 4.

3. Employee with No Previous CCP Experience Into a CO Position

The employee shall be placed at a CO III, pay level 1.

4. Further Career Ladder Advancement

The employee is required to meet the minimum consecutive months of satisfactory or restored active service required at each pay level, as indicated on the salary rate reference sheets, prior to advancement to the next pay level.

- I. Involuntary Demotion Within the CCP Career Ladder

1. An employee subject to involuntary demotion shall be demoted to a pay level that:
 - a. Is in a salary group with a lower established salary rate than the employee's current salary group;
 - b. Results in a monetary loss equivalent to at least one increment; and
 - c. May not be below pay level 1.
2. Reinstatement of the employee's pay level and the employee's further career ladder advancement shall be in accordance with Section II.E.5 of this directive.

- V. Supervisor of Correctional Officers, Food Service Manager IV, and Laundry Manager IV

- A. Salary Rates

The established salary rates for these positions are provided on the salary rate reference sheets and are available on the TDCJ website at www.tdcj.texas.gov under "Links of Interest" on the Human Resources Division webpage.

B. Payroll Actions

The following guidelines shall be used to determine an employee’s salary rate for a supervisor of COs, FSM IV, or LM IV position.

Payroll Actions for Supervisor of COs, FSM IV, or LM IV	
Payroll Action	Salary Rate
Promotion	The higher of: (1) The monthly established salary rate of the position; or (2) One increment higher with at least a 3% salary increase (promotion into or within Salary Schedule A) over the employee’s current salary rate (rounding up to the next whole dollar) or a salary rate 3.4% higher (promotion into or within Salary Schedule B).
Lateral Transfer	The monthly established salary rate of the position, which may be higher than, the same as, or lower than the employee’s current salary rate.
Voluntary Demotion ⁽¹⁾	The monthly established salary rate of the position, which may be higher than, the same as, or lower than the employee’s current salary rate.
Involuntary Demotion ⁽²⁾	The lower of: (1) The monthly established salary rate of the position; or (2) One increment lower (demotion into or within Salary Schedule A) than the employee’s current salary rate (rounding down to the next whole dollar) or a salary rate at least 3.4% lower (demotion into or within Salary Schedule B).
Reduction in Pay ⁽³⁾	One increment lower (reduction within Salary Schedule A) than the employee’s current salary rate (rounding down to the next whole dollar) or a salary rate at least 3.4% lower (reduction within Salary Schedule B).
⁽¹⁾ Does not apply to voluntary demotions resulting from a RIF or administrative reassignments. Employees affected by a RIF shall receive an established salary rate in accordance with Section VII.B.2 of this directive.	
⁽²⁾ After completion of the corresponding months of disciplinary probation, an employee who received a salary rate lower than a position’s established salary rate shall receive a salary adjustment back to the salary rate or level prior to the disciplinary probation.	
⁽³⁾ Salary rate restoration shall be in accordance with the procedures in Section II.E.5 of this directive.	

VI. Parole Officer Career Ladder

A. General Provisions

- Positions within the PO career ladder include PO I, II, III, IV, and V, and the entry-level position is PO I. The salary rates and pay levels for the PO career ladder are provided on the PO career ladder salary rate reference sheets and are available on the TDCJ website at www.tdcj.texas.gov under “Links of Interest” on the Human Resources Division webpage.

2. An employee shall receive an annual salary adjustment to the next higher pay level within the same salary group, not to exceed pay level 1 for a PO I or pay level 10 for a PO II-V, if:
 - a. The employee has accrued the required number of consecutive months of satisfactory or restored active PO service for the next higher pay level; and
 - b. The employee's most recent performance evaluation was a satisfactory annual performance evaluation.
3. A PO shall promote from a PO I to a PO II after accruing 24 consecutive months of satisfactory or restored active PO service if the PO's most recent performance evaluation was a satisfactory annual performance evaluation. An employee shall compete for a PO III, IV, or V position.
4. An employee being placed in a PO position shall receive a salary rate corresponding with the established salary rate or a pay level identified on the applicable salary rate reference chart.
5. A salary adjustment shall be effective on the first day of the month after the PO meets the applicable eligibility criteria.

B. Placement Upon Return to the Career Ladder

The following procedures apply to an individual who was employed by the Parole Division in a PO position, moved to another TDCJ position, or separated employment and returns to a PO career ladder:

1. Employee Who Returns After Promotion or Lateral Transfer
 - a. If an employee promotes or laterally transfers from a PO position, remains on TDCJ payroll, and returns to a PO position at any time, or separates employment and returns to a PO position **within** 12 months of the separation, the employee shall be placed at a pay level based on the employee's consecutive months of satisfactory active PO service at the time the employee left the PO position.
 - b. If an employee promotes or laterally transfers from a PO position, separates employment, and returns to a PO position **after** 12 months of the separation, the employee shall be placed at the applicable established salary rate for a PO I, III, IV, or V. Such an employee shall not be placed in a PO II position.

2. Employee Who Returns After Voluntary Demotion or Separation

- a. If an employee returns to a PO position **within** 12 months of a voluntary demotion or separation from a PO position, the employee shall be placed at a pay level based on the employee's consecutive months of satisfactory active PO service at the time the employee left the PO position.
- b. If an employee returns to a PO position **after** 12 months of a voluntary demotion or separation from a PO position, the employee shall be placed at the applicable established salary rate for a PO I, III, IV, or V. Such an employee shall not be placed in a PO II position.

3. Career Ladder Advancement

Eligibility for future salary adjustments shall be calculated in accordance with the criteria applicable to newly hired employees. For instance, only consecutive months of satisfactory or restored active service accrued after the return date are applicable.

C. Move From the Texas Board of Pardons and Paroles (BPP)

If an employee moves from a BPP PO III-V position to the Parole Division PO career ladder, the employee's consecutive satisfactory or restored active months of service in the BPP PO position shall count as Parole Division PO service for the purpose of placement in the PO career ladder.

D. Promotion or Voluntary Demotion Within Career Ladder

1. Promotion

- a. From PO I to PO II

The employee's pay level shall be based on the employee's consecutive satisfactory or restored active months of PO service.

- b. From PO position to PO III, IV, or V

The employee shall retain the same pay level that the employee held prior to promotion; only the employee's salary group and salary rate shall change.

2. Voluntary Demotion

The employee shall retain the same pay level that the employee held prior to the voluntary demotion; only the employee's salary group and salary rate shall change.

3. Career Ladder Advancement

Consecutive satisfactory or restored active months of PO service exceeding the minimum months required for the employee's placement pay level count as months accrued toward the employee's next salary adjustment.

E. Reduction in Pay Within Career Ladder

1. The employee's salary rate shall be reduced at least 3.4%. It is not necessary for the employee's reduced salary rate to correspond with a pay level.
2. The employee's reduction in pay is effective only for the number of disciplinary probation months concurrently imposed with the reduction in pay. Upon completion of the applicable disciplinary probation months, the employee's salary rate shall be reinstated to the prior rate of pay. A separate disciplinary action that does not include a reduction in pay does not extend the number of months that the reduction in pay is in effect.

If the employee is a PO I or the employee's prior pay level was not the highest pay level within the employee's current salary group, the months and days of consecutive satisfactory or restored active PO service the employee accrued prior to the reduction in pay count toward the employee's next salary adjustment including, if applicable, promotion to a PO II.

F. Involuntary Demotion Within Career Ladder

1. The employee shall be placed at a lower pay level within the newly established demoted PO position with the established salary rate.
2. If the employee was involuntarily demoted from a PO II to a PO I, the employee's involuntary demotion is effective only for the number of disciplinary probation months that were concurrently imposed with the involuntary demotion. Upon completion of the applicable disciplinary probation, the employee shall be reinstated to a PO II and to the same pay level held prior to the involuntary demotion. A subsequent disciplinary action that does not include involuntary demotion does not extend the number of months that the involuntary demotion is in effect.

3. A PO III, IV, or V who was involuntarily demoted shall compete for promotion to the previous position from which the employee was demoted. If the involuntary demotion was to a lower pay level or to the established salary rate, the employee shall be reinstated to the pay level, but not the salary group, held prior to the involuntary demotion immediately after the employee completes the corresponding number of disciplinary probation months. A subsequent disciplinary action that does not include involuntary demotion does not extend the number of months that the lower pay level or established salary rate is in effect.
4. If the employee's pay level before the involuntary demotion was not the highest pay level, the months and days of satisfactory or restored active service the employee accrued prior to the involuntary demotion count toward the employee's next salary adjustment.

G. Annual Performance Evaluation Effect on Salary Adjustments

When an employee accrues the required months of satisfactory or restored active PO service for a salary adjustment, the employee's most recent annual performance evaluation shall determine whether the employee receives the salary adjustment.

1. Satisfactory Annual Performance Evaluation

If the employee receives a satisfactory performance evaluation, the employee shall receive the salary adjustment.

2. Unsatisfactory Annual Performance Evaluation

If the employee's performance evaluation includes a rating of "needs some improvement" or "needs much improvement" for any essential function, the employee shall not receive a salary adjustment until the employee receives a satisfactory annual performance evaluation, even if the employee receives credit for restored PO service during this period.

Upon receiving a satisfactory annual performance evaluation, the employee shall receive a salary adjustment to the appropriate pay level based on the employee's consecutive months of satisfactory or restored active PO service. Any months of such service exceeding the minimum months required for the employee's pay level shall count as months accrued toward the employee's next salary adjustment.

VII. Reduction in Force Salary Provisions

The following procedures apply to an employee whose position has been identified for deletion through a RIF in accordance with PD-25, "Reduction-in-Force Procedures," and

who has accepted a position in a salary group with an established salary rate equal to or lower than the established salary rate for the employee's current position.

A. Move to a Non-Targeted Position

1. Voluntary Lateral Transfer

The employee's salary rate shall not change.

2. Voluntary Demotions

a. Reduction Within or Into Salary Schedule A

The employee shall receive either a salary rate at least one increment lower than the employee's current salary rate, rounding down to the next whole dollar, or the maximum established salary rate of the new salary range, whichever salary rate is lower.

b. Reduction Within or Into Salary Schedule B

The employee shall receive at least a 3.4% salary decrease, rounding down to the next whole dollar, or the maximum established salary rate of the new salary group, whichever is lower.

c. Reduction Within or Into Salary Schedule C

The employee shall receive a salary rate lower than the employee's current salary rate as determined by the salary schedule.

B. Move to a Targeted Career Position

1. CCP Position

The employee shall receive either a salary rate at least one increment lower than the employee's current salary rate or a salary rate equivalent to pay level 4, whichever salary rate is lower. If this decrease is between two pay levels, the employee shall receive the established salary rate equivalent to the next lower pay level.

If the employee is placed in a CO position at a pay level lower than CO V, pay level 4, the employee is required to complete the minimum consecutive months of satisfactory or restored active service required at each pay level, as indicated on the salary rate reference sheets, which are available on the TDCJ website at www.tdcj.texas.gov under "Links of Interest" on the Human Resources Division webpage.

2. Salary Schedule B Targeted Positions

The employee shall receive the position's established monthly salary rate for that position or a salary rate at least 3.4% lower, rounding down to the next whole dollar, than the employee's current salary rate, whichever is lower.

VIII. Effective Date of Actions and Payroll Status Changes

Payroll action effective dates and the entering of a payroll status change (PSC) on the Payroll Status Change Update (PSCUPD) screen in the TDCJ Payroll/Personnel System (PPS) shall be in accordance with the Payroll Effective Dates and Timeframes for PSC Entry/Approval table (Attachment A).

- A. For interagency transfers, the employee who enters the PSC shall also complete a PERS 465, Salary Worksheet for Interagency Transfers (Attachment B). The PERS 465 assists the Payroll Department in determining whether the interagency transfer is a promotion, lateral transfer, or demotion, and to ensure an employee who is an interagency transfer receives credit for previous months of state service.
- B. Automated correctional career ladder salary adjustments shall comply with the timeframes set out in the Payroll Effective Dates and Timeframes for PSC Entry/Approval table. Human resources representatives are not required to enter a PSC for automatically processed salary adjustments. However, there may be occasions when a correctional career salary is still processed manually; when this occurs, a PSC shall be entered.

When an adjustment is processed automatically, the Payroll Department shall generate two copies of a Correctional Career Ladder Adjustment Notice and provide a copy to the appropriate human resources representative. The human resources representative shall provide the copy to the employee. The Payroll Department shall forward the second copy to Employee Services, Human Resources Division, for imaging into the employee's Master Human Resources File.

Bryan Collier
Executive Director

**Texas Department of Criminal Justice
 Payroll Effective Dates and Timeframes for PSC Entry/Approval**

Payroll Action	Payroll Effective Date	PSC Entry/Approval by Warden or Department Head
New Hires - College CO Training Program Graduates	Processed on a Monday or the next workday if Monday is an official holiday. As directed by the Payroll Department, certain Mondays shall not be hire dates, such as Mondays occurring in the same week as the end of the month.	Not later than two workdays after the selection announcement.
New Hires, Rehires, Interagency Transfers - No PSTA or Parole Officer Training Academy (POTA) Attendance Required		
PSTA or POTA Attendance Required - New Hires, Rehires, Interagency Transfers, Promotions, Voluntary Demotions, and Lateral Transfers	First day of PSTA or POTA	
Promotions - Non-Career Ladder and No PSTA or POTA Requirement	1st of current month if selection announcement occurs on the 1st	
	15th of current month if selection announcement occurs on the 2nd through the 15th of the month 1st of next month if selection announcement occurs on the 16th through the 31st	
Lateral Transfers - No PSTA or POTA Requirement	1st of month after selection announcement	
Voluntary Demotions - No PSTA or POTA Requirement		
CO, FSM II-III, and LM II-III Career Ladder Adjustments/Promotions	1st calendar day after eligibility criteria is met based on satisfactory active months of service	No PSC entry required if action is processed by the automated system. Otherwise, immediately upon receipt of notification from Payroll.
All Other Career Ladder Adjustments/Promotions	1st of month after eligibility criteria is met	Immediately upon employee meeting criteria
Reductions in Pay - No Suspension without Pay	1st of month following disciplinary action	24 hours after determination to take action
Reductions in Pay - Includes Suspension without Pay	1st calendar day after completion of suspension without pay period	
Suspensions without Pay	Date determined by appropriate supervisor	
Involuntary Demotions	On or after the date Reprimand Form is signed by Reprimanding Authority, the exact effective date to be determined by Reprimanding Authority	
Restoration after Reduction in Pay or Reinstatement after Involuntary Demotion	1st calendar day after completion of corresponding number of disciplinary probation months	Immediately upon receipt of notification from Payroll
Separations from Employment - Involuntary (Dismissal)	Date determined by appropriate supervisor	PSC entry by Labor Relations, approval by HR director
Separations from Employment - Voluntary	Date mutually agreed to by employee and appropriate supervisor	As far in advance as possible; not later than 24 hours after effective date

Texas Department of Criminal Justice Salary Worksheet for Interagency Transfers

This form is to be completed when an outside applicant who has been offered employment notifies TDCJ Human Resources staff of current employment with another Texas state agency or agencies. If the outside applicant is employed by more than one Texas state agency, a separate worksheet shall be completed for **each** agency.

SECTION I: To be completed by the TDCJ office that made the Conditional Offer of Employment.

A. Applicant General Information:

Name: _____ SSN: _____

New Payroll Title: _____ Unit/Department: _____

Extended Title: _____

Job (Payroll) #: _____ Scheduled Hire Date: _____

B. The outside applicant is currently employed by the following Texas state agency:

Name of other State Agency: _____

C. TDCJ Employee who Completed Section I:

Name: _____ Title: _____

Date Completed: _____

SECTION II: To be completed by the human resources representative responsible for entering the Payroll Status Change. The human resources office of each agency that the applicant is currently employed with shall be contacted to obtain the following information.

A. Dates of Employment: From: _____ To: _____

B. Current Salary Information:

Current Title: _____

Schedule: _____ Group: _____

Monthly Rate: _____ Annual Rate: _____

C. Individual from other state agency who provided information:

Name: _____ Title: _____

Phone: (____) _____

D. TDCJ Employee who Completed Section II:

Name: _____ Title: _____

Date Completed: _____

Distribution Instructions:
Original: Attach to Original Application for Employment
Copy: Fax to Payroll Contact