

PD-54 Addendum published via mainframe email, effective immediately:

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TO: All Personnel Manual Holders

FROM: Patty Garcia
Director,
Human Resources Division

SUBJECT: Addendum to PD-54, "Recruitment Bonus Program" (rev. 3)

Effective immediately, PD-54, "Recruitment Bonus Program" (rev. 3) is revised to allow TDCJ employees the opportunity to receive the Executive Director's Recruiting Award for each applicant referral that results in a newly hired correctional officer (CO) at any location. The stipulation of the CO being hired at a designated bonus unit has been removed. The detailed revisions include the following:

- Policy Statement:

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 newly hired CO, maintenance supervisor, or equipment operator (truck driver).

- Procedures, Section II:

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, maintenance supervisor, or equipment operator (truck driver).

Newly hired COs, maintenance supervisors, or equipment operators (truck drivers) shall remain employed 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.

- Attachment A, PERS 415, Applicant Referral: Paragraph under "TDCJ Employee's Information"

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, maintenance supervisor, or equipment operator (truck driver). I acknowledge that the value of the gift card is considered taxable income and choose from the following options:

PD-54, "Recruitment Bonus Program" is currently in revision to include these procedural changes.

All human resources representatives are requested to post this email notification in a common use area. All personnel manual holders are requested to insert this email addendum in front of PD-54.

If you have any questions regarding these changes, please contact Vashunna Jefferson, Manager II, Employment at (936) 437-4060.

Authority: Patty Garcia
Director,
Human Resources Division