



TEXAS DEPARTMENT
OF
CRIMINAL JUSTICE

NUMBER: BP-11.76 (rev. 8)

DATE: October 15, 2015

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SUPERSEDES: BP-11.76 (rev. 7)
April 8, 2011

BOARD POLICY

SUBJECT: TEXAS DEPARTMENT OF CRIMINAL JUSTICE BENEFIT POLICY

AUTHORITY: Texas Department of Criminal Justice Appropriations, Article V, Riders 10, 11, 13, *General Appropriations Act*, 84th Legislature; Section 8.11, Article IX, *General Appropriations Act*, 84th Legislature; Tex. Gov't Code §§ 656.048(b), 656.102(c)

APPLICABILITY: Texas Department of Criminal Justice (TDCJ)

POLICY:

The primary purpose of this policy is to establish guidelines and eligibility criteria authorizing the award of certain benefits to employees of the TDCJ as provided for in the *General Appropriations Act*.

PROCEDURES:

- I. Food Emoluments: The provision of food emoluments for employees to use at their homes is strictly prohibited.
- II. Meals Authorized at a TDCJ Unit: TDCJ employees assigned to work inside correctional units or on travel status may receive up to two free meals per shift and employees residing in employee dormitories may receive three free meals per day. All other employees may receive meals only after payment of the appropriate charge (not less than \$1.00).
- III. Laundry Services: The TDCJ may launder or dry-clean the uniforms of correctional officers at no charge. Appropriate fees shall be charged for the laundry and dry-cleaning of other employees' clothing to recover the cost of such services.
- IV. Offender Labor: Offender labor may not be used to provide personal services for employees. However, offender labor may be used to provide maintenance and upkeep to state property and equipment.

- V. Payroll Deduction: Fees for these services shall be made by payroll deduction whenever practical.
- VI. Tuition Reimbursement: The TDCJ does not offer employee tuition reimbursement.
- VII. Reporting Requirements: The chief financial officer shall ensure that a system is implemented to account for the costs and revenues associated with this policy.

Dale Wainwright, Chairman^{*}
Texas Board of Criminal Justice

^{*} Signature on file