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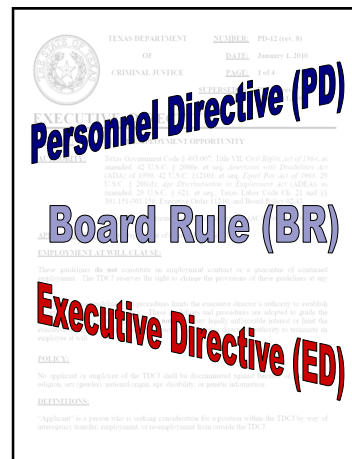
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# Human Resources

All employees are responsible for being knowledgeable or seeking clarification of Human Resources policies and procedures. The following information is to help you understand and use your state-offered benefits. If you have questions or need information regarding TDCJ policies, contact your unit/department human resources representative (HR Rep). In addition, the Human Resources policies and procedures are accessible from the TDCJ Human Resources home page ([www.tdcj.state.tx.us](http://www.tdcj.state.tx.us)) and INFOPAC. INFOPAC is available to employees who have a Mainframe User ID and through a common-use area terminal located at each unit and some departments.



## Employee Retirement System of Texas (ERS)

ERS manages your insurance benefits under the Texas Employees Group Benefits Program (GBP). ERS administers and oversees retirement, insurance, deferred compensation, and flexible benefit programs for the State of Texas. The ERS website provides a New Employee Benefits Orientation for employees to become more familiar with their benefits and the ERS website. Don't miss your first opportunity to enroll in benefits; later you will be limited. You can only sign up during the year if you have a qualifying life event (QLE), such as getting married or having a baby. Even then, proof of good health may be required if you do not have other health insurance. Please visit the ERS website at [www.ers.state.tx.us](http://www.ers.state.tx.us) for more detailed information, or access the [ERS New Employee Benefits Guide Plan Year 2012](#) for questions on any of the following:

- Dental Insurance
- Optional Term Life Insurance
- Dependent Term Life Insurance
- Voluntary AD&D Insurance
- Disability Insurance
- TexFlex
- Health Insurance
- Long-term Care (LTC) Insurance
- TexaSaver 401(k) Traditional Plan
- TexaSaver 401(k) Roth Plan
- 457 Traditional Plan
- 457 Roth Plan

### ERS ONLINE

Register your ERS Online account to manage your benefits. Upon selecting your own User ID and password, you can:

- Update personal information
- View your Statement of Retirement Benefits
- See your ERS Service Credit, Projected Retirement Date, and Annuity
- View, designate, and change your Beneficiary

**DISCLAIMER:** Every effort has been made to ensure the accuracy of the contents of this document. However, in the event of any discrepancy between this publication and the official documents, contracts, statutes, and administrative rules governing the programs administered by the Texas Department of Criminal Justice (TDCJ), Employees Retirement System of Texas (ERS), and State Office Risk Management (SORM) those documents, contracts, statutes, and administrative rules will prevail.

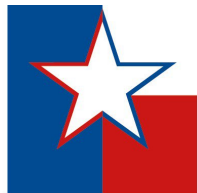


Texas Department of Criminal Justice

# Benefits Overview

## State Employee Charitable Contribution (SECC), ED-02.04

**All Employees:** Employees of state agencies, junior and community colleges, and universities throughout Texas enjoy the benefit of giving to many of their favorite charities through an annual campaign that features the convenience of payroll deduction.



**TOGETHER WE CARE**  
State Employee Charitable Campaign

- It's an easy, efficient, and cost effective way to give to charities.
- Contributions help improve the quality of life.
- The campaign supports a wide variety of vital health and human services.
- All charities in the campaign are required to meet strict eligibility criteria.
- The campaign is for state employees and is governed by state employees.

## Employee Assistance Program (EAP), PD-20

**All Employees:** We understand that you and your family may have special needs at times during your employment. TDCJ has an Employee Assistance Program (EAP), which contracts with the Alliance Work Partners to provide counseling to employees and their dependents. For more information, visit [www.alliancewp.com](http://www.alliancewp.com). Counselors can answer questions you may have and provide referrals to appropriate resources for any of the following:

- Parenting Skills
- Depression
- Anxiety/Stress
- Grief
- Marital Problems
- Legal Troubles
- Anger
- Eating Disorders

**For general inquiries**  
**888-EAP-INFO (4636)**

**To speak to a**  
**counselor**  
**866-832-5927**

**TDD 800-448-1823**



## Workers' Compensation, PD-45

**All Employees:** Employees sustaining a work-related injury or illness may be eligible for one or more of the following benefits as determined by the State Office of Risk Management (SORM):

- Medical
- Temporary Weekly Income
- Impairment Income
- Supplemental Income
- Lifetime Income or Death/Burial Benefits

## Additional Benefits

**Ask your HR Rep for information on the following:**

Commissary & Trust Fund Account  
Unit Meal Privileges  
Laundry and Barber Services



## Sick Leave, [PD-46](#) (No waiting period)

**Full-Time Employees:** A full-time employee, including a full-time temporary employee, accrues sick leave at the rate of eight (8) hours for each month or fraction of a month of employment, with unlimited accumulation.

**Part-Time Employees:** A part-time employee accrues sick leave at the rate of four (4) hours for each month or fraction of a month of employment, with unlimited accumulation.

### All Eligible Employees:

- Accrue sick leave beginning on the first day of state employment and on the first calendar day of each succeeding month of state employment.
- Shall report to work before newly accrued sick leave may be used each month.
- Shall not accrue sick leave if in LWOP status for a full calendar month.
- There is no limit to the amount of sick leave that may be accrued.
- Who remain on TDCJ's payroll to exhaust accrued vacation, compensatory, or holiday leave prior to employment separation shall not be eligible to use paid sick leave beyond the employee's last physical day of work.



**Sick Leave Restoration:** Upon reemployment and provided there has been a break in service of at least 30 calendar days since separation:

- If you are reemployed by TDCJ or another state agency/institution within 12 months after the end of the month in which you separated, unused sick time can be restored if not previously donated to the Sick Leave Pool (SLP).
- If you do not return to state employment within 12 months, your unused sick time balance will not be restored.
- If you return to state employment after retirement, your previous sick leave balance will not be restored.
- For employees that separate to perform in the Uniformed Services, Sick Leave restoration will be in accordance with PD-76, Employment and Reemployment of Members of the Uniformed Services.
- Unused sick hours donated to the SLP will not be restored if you return to state employment.

## Extended Sick Leave (ESL), [PD-46](#)

### All Employees:

To be eligible, an employee must have:

- Provided a Health Care Provider's Statement (HCPS);
- A minimum of five (5) years of TDCJ service accrued since the employee's most recent TDCJ hire date at the onset or initial diagnosis of the current injury or illness;
- A minimum balance of 56 hours of sick leave accrued since the employee's most recent TDCJ hire date at the onset or initial diagnosis of the current injury or illness;
- Used all accrued sick leave, vacation time, overtime, holiday time, and compensatory time;
- If applicable, have applied for withdrawals from the sick leave pool in accordance with PD-50, Sick Leave Pool, and, if the application was approved, used available pool hours; and
- Not have received 12 workweeks of extended sick leave from the TDCJ in the past five years.



## Family and Medical Leave (FML), [PD-46](#)

### All Employees:

- Shall be granted up to twelve (12) workweeks paid or unpaid leave based on accruals.
- Qualifying employees must have twelve (12) months of State service and have physically worked at least 1,250 hours during the twelve (12) month period preceding the requested leave period.
- Qualifying employees shall be granted up to twenty-six (26) workweeks of leave to care for a family member who is a covered service member recovering from a serious illness or injury sustained in the line of duty.

## Holiday Leave, [PD-49](#)

**All Employees:** An employee shall be entitled to paid holiday time or accrued leave for a holiday if the employee is an active state employee on the workday(s) immediately:

- After a holiday occurring on the first workday of a month.
- Before and after a holiday occurring mid-month.
- Before a holiday occurring on the last workday of the month.

1. Twelve (12) Days/Year (Varies annually per legislative approval)
2. Holiday leave expires if it is not taken within one year from the date the time was accrued.
3. An employee shall not be paid for unused holiday leave to avoid its expiration.
4. An employee who elects to observe one of the authorized optional holidays shall complete a [PERS 500, In Lieu of Holiday Request](#) for the appropriate fiscal year and submit the request to the employee's supervisor.

## Vacation Leave, [PD-49](#)

**Full-Time Employees:** A full-time employee accrues vacation leave at a rate based on the employee's months of state service in accordance with the following Schedule of Vacation Accruals and Maximum Carryovers.

**Part-Time Employees:** A part-time employee accrues vacation leave on a proportionate basis for the time worked, and his/her maximum carryover is also proportionate.

### All Employees:

- Earn vacation hours each month based on total years of state employment.
- Earn vacation hours starting the first day of employment.
- May be granted vacation leave immediately, if employee has satisfied six (6) continuous months of employment with TDCJ or another state agency or institution.

SCHEDULE OF VACATION ACCRUALS AND MAXIMUM CARRYOVERS		
MONTHS OF STATE SERVICE <sup>(1)</sup>	VACATION ACCRUAL RATE	MAXIMUM HOURS TO CARRY FORWARD FROM ONE FISCAL YEAR TO NEXT FISCAL YEAR
1 - 23 months (0 - less than 2 years)	8 hours	180 hours
24 - 59 months (2 - less than 5 years)	9 hours	244 hours
60 - 119 months (5 - less than 10 years)	10 hours	268 hours
120 - 179 months (10 - less than 15 years)	11 hours	292 hours
180 - 239 months (15 - less than 20 years)	13 hours	340 hours
240 - 299 months (20 - less than 25 years)	15 hours	388 hours
300 - 359 months (25 - less than 30 years)	17 hours	436 hours
360 - 419 months (30 - less than 35 years)	19 hours	484 hours
420 + months (35 years or more)	21 hours	532 hours

<sup>(1)</sup> For purposes of computing vacation accrual rates for a working retiree who retired from state employment on or after June 1, 2005, months of state service include only the months of state service accrued after retirement.

## Leaves without Pay, [PD-49](#), [PD-76](#)

LWOP	Duration
Medical – Work-Related:	Up to 180 days
Medical – Non-Work Related:	Up to 180 days
Family Medical Leave (FML):	Up to twelve (12) workweeks Up to twenty-six (26) workweeks to care for a family member who is a covered service member
General Leave without Pay (LWOP):	Up to thirty (30) calendar days
Military:	For the duration of the active duty period

## Overtime Leave, [PD-49](#), [PD-91](#)

**FLSA Non-Exempt Employee:** An employee who is subject to the wage and overtime provisions of the FLSA, because the employee's primary duty assignments do not pass FLSA executive, administrative, professional, computer, or outside sales exemption tests.

**FLSA Exempt Employee:** An employee who is not subject to the wage and overtime provisions of the FLSA because the employee's primary duty assignments pass the FLSA executive, administrative, professional, computer, or outside sales exemption tests. This term is not to be mistaken for a position listed in TDCJ's section of the General Appropriations Act under "Schedule of Exempt Positions."

### All Employees:

- Accrual of overtime is governed by the Fair Labor Standards Act (FLSA) in accordance with PD-91, Work Cycles and Compensable Hours of Work.
- Overtime leave shall be credited to TDCJ FLSA non-exempt employees at the rate of one and one-half times the number of overtime hours physically worked.
- Upon separation, receive a lump sum payment for all accrued overtime, or defer unused overtime into the [Texa\\$aver](#) program.

## Compensatory Leave [PD-49](#), [PD-91](#)

### All Employees:

- An employee who works compensatory time shall be credited compensatory leave hour for hour worked.
- Compensatory leave expires if it is not taken within:
  - ⇒ 12-month period following date the time was accrued for **non-correctional** career position employees.
  - ⇒ 24-month period following the date the time was accrued for **correctional** career position employees.
- An employee shall not be paid for unused compensatory leave to avoid its expiration.
- An employee shall not receive a lump sum payment for accrued and unused holiday or compensatory leave.



Please be aware that some comp time is worked into the correctional career position work schedule.

# Administrative Leaves

(requires an approved PERS 24, Leave Request), [PD-46](#), [PD-49](#), [PD-76](#)

**Full-Time and Part-Time Employees:** An employee's administrative leave entitlement per specified 'workday' is based on the employee's scheduled shift.

**Administrative Leave for Adverse Weather Conditions:** Shall be granted sufficient leave for adverse weather with executive directors approval.

**Administrative Leave for Death in Immediate Family:** Shall be granted up to three (3) workdays paid leave when a death occurs in the employee's immediate family. These workdays need not be consecutive. Days identified for such use require approval.

**Administrative Leave for Outstanding Performance:** The Executive Director may grant up to 32 hours per fiscal year for outstanding performance to the TDCJ, as well as other notable deeds. Eight hours of **Administrative Leave for Continuing Education** may be part of the 32 hours per fiscal year, for completion of twelve (12) hours of course credits from an accredited college or university with a minimum 3.0 grade points in each course.

**Administrative Leave for Jury Duty:** Shall be granted sufficient administrative leave with pay during jury screening or jury duty.

**American Red Cross Certified Disaster Service Volunteers:** TDCJ employees who are certified disaster service volunteers shall be granted up to ten (10) workdays to participate in specialized disaster relief services per fiscal year.

**Certain Amateur Radio Operators:** Shall be granted up to ten (10) workdays for employees who have a license issued by the Federal Communication Commission (FCC) and is on the list maintained by the Division of Emergency Management in the Governor's Office to participate in the specialized disaster relief services if the leave is authorized by the Governor and with the approval of the warden/department head.

**Certain Members of Urban Search and Rescue Teams:** Shall be granted up to fifteen (15) eight (8) hour workdays per federal fiscal year to engage in authorized training or duty authorized by a proper authority.

**Certified Peace Officers in OIG:** Entitles a certified peace officer to receive injury leave up to one year for an injury sustained due to the nature of the officer's duties occurring during the course of the officer's performance of duty, except in the case of gross negligence or the injury was sustained in the course of performing routine office duties.

**Court Appointed Special Advocates (CASA):** May be granted leave not to exceed five (5) hours each month to participate in mandatory training or perform volunteer services for Court Appointed Special Advocates.

**Employees Donating Blood:** Shall be granted sufficient leave to donate blood up to four times in a fiscal year (September – August).

**Employees Requiring Assistance Animal:** Shall be granted up to ten (10) workdays to attend a training program with assistance animal per fiscal year. These workdays need not be consecutive.

**Employees Donating Bone Marrow or Organ Donors:** Shall be granted up to five (5) workdays in a fiscal year for bone marrow donors; up to thirty (30) workdays in a fiscal year for organ donors.

**Extended Sick Leave:** May be granted for up to 12 workweeks of administrative leave (refer to page 3 of this publication or PD-46 to qualify).

**Foster Parent:** Shall be granted sufficient foster child leave for meetings with Texas Department of Family and Protective Services (DFPS) or Admission, Review and Dismissal (ARD) held by school district.

**Military or Active Duty Leave:** Shall be granted up to fifteen (15) workdays per Federal fiscal year to TDCJ employees who are members of state military or reserve components for active duty or training (October 1 – September 30). The unused portion of fifteen (15) workdays can be carried into the next federal fiscal year to a maximum of forty-five (45) workdays.

**Military Leave for Service Credit:** An employee in LWOP-Military status not receiving any other paid leave entitlements shall be granted (1) hour of paid administrative leave during each month of active military service for the purpose of receiving service credit in the Employees Retirement System of Texas (ERS).

**National Guard: State Emergency Leave** - Employees shall be granted administrative leave for the duration of the active duty when called to state active duty by the Governor during an emergency. **Federal Emergency Leave** - Employees shall be granted administrative leave up to twenty-two (22) workdays per calendar year when called to federal active duty to provide assistance to civil authorities in a declared emergency or for training for that purpose.

**State Volunteer Firefighter and Emergency Medical Services Training:** Shall be granted up to five (5) workdays per fiscal year to attend firefighter or emergency medical services training conducted by State agencies and administrative leave to respond to a fire or medical emergency with approval of warden/department head.

**Voting:** Shall be granted sufficient administrative leave with pay for statewide elections when work schedule will disallow voting during off time. Administrative leave is not given when early voting is available.

## Sick Leave Pool (SLP), [PD-50](#)

**Full-Time Employees:** Requires minimum contribution of eight (8) hours

**Part-Time Employees:** Requires minimum contribution of four (4) hours

The Sick Leave Pool (SLP) is a program supported by sick time donations from employees. The maximum number of hours available per catastrophic illness for employees will be based upon months of state service and contribution to the SLP in the current fiscal year. Your HR Rep can assist you in completing the [PERS 205, Sick Leave Pool Contribution Form](#).

An eligible employee must:

- Be on the TDCJ's active payroll;
- Have completed a minimum of twelve (12) months of TDCJ service since the employee's most recent hire date at the time the request is made;
- Have donated a minimum of eight hours to the sick leave pool during the current fiscal year;
- Have had a minimum balance of 56 hours of sick leave accrued at the onset or initial diagnosis of the current catastrophic injury or illness since the employee's most recent TDCJ hire date;
- Have exhausted all accrued paid leave entitlements (compensatory, holiday, overtime, sick leave, and vacation) and be subject to loss of compensation from the state.
- Not have another family member currently accessing the sick leave pool for the same catastrophic illness or injury.
- Not have previously accessed pool hours for the same catastrophic injury or illness.
- Not have been previously approved to receive hours from the sick leave pool during the current fiscal year. For eligibility purposes, provisionally approved hours that extend into a new fiscal year shall be applied to the fiscal year in which they were originally granted.

POOL LEAVE	Number of Hours Contributed During Current Fiscal Year		
	8	16	24
Months of State Service	Allowable Hours		
13-24	160	240	320
25-48	240	320	400
49-60	320	400	480
61-96	400	480	560
97+	560	640	720

## Recruitment Bonus Recipients, [PD-54](#)

**Full-Time Employees Only** (eligibility criteria may apply): Recruitment Bonus Recipients shall remain employed with the TDCJ at the selected unit designated as an understaffed correctional facility in a classified correctional officer 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. The bonus payment:



- Is a one-time gross amount determined by the executive director and is subject to federal withholding taxes, FICA, and Medicare.
- Shall occur in the payroll period after the contract is signed.
- Shall be sent to the employee's HR Rep as a separate check for distribution to the employee.
- Is not subject to Employees Retirement System (ERS) deductions.

## Hazardous Duty Pay, [PD-85](#), [BR 151.51](#),

### All Employees:

- Authorized correctional career positions include Correctional Officer (I-V) through Warden, Food Service Manager (II-IV) and Laundry Manager (II-IV).
- An employee will not receive hazardous duty pay until the month after he or she accrues twelve (12) months of hazardous duty state service.
- Hazardous duty pay is increased monthly after each year of state service.

Full-Time Employee (F) Part-Time Employee (P)	Pay Per Month	Maximum Pay Per Month
Correctional Career Position CO (I-V) thru Warden, Food Service Manager (II-IV) Laundry Manager (II-IV)	\$12.00 (F) \$ 6.00 (P)	\$ 300.00 \$ 150.00
Other than Correctional Career Position (Position with offender contact)	\$10.00 (F) \$ 5.00 (P)	No Monthly Maximum

## Longevity Pay, [PD-85](#)

### Full-Time Employees:

- Full-time employees (not working retirees) in a position authorized to receive longevity pay start receiving such pay after accruing two (2) years of lifetime service credit.
- Longevity pay is increased by \$20 monthly after each two years of lifetime service credit for a maximum of forty-two (42) years of lifetime service credit.

### Part-Time Employees:

- Not eligible to receive longevity pay.
- If a part-time employee becomes a full-time employee, the state service accrued as a part-time employee shall count toward the employee's state service that may be eligible for longevity pay.



## Direct Deposit Program, [PD-92](#), and Paycard Program

### All Employees:

- May elect to have monthly salary deposited in two accounts at one financial institution or two financial institutions.
- May elect to have monthly salary deposited to a paycard or paycard and a savings account.
- Will need to notify Payroll Department if any account information changes.
- May have direct deposit cancelled if he/she goes into a LWOP status two times in 3 months or an overpayment has occurred.

## Texas Legal Protection Plan ([TLPP](#))

**All Employees:** The TLPP offers affordable legal insurance. Participation is voluntary and makes legal services more affordable. TLPP members can:

- Choose from participating/non-participating attorneys.
- Be assured all services provided are confidential.
- Establish a bank draft payable directly to the TLPP.
- Receive services ranging from simple advice to estate planning, civil or criminal actions, consumer protection, juvenile matters, divorce or adoption.

**For more information...call 800-252-9346**

# Texas Prepaid Higher Education Tuition Program

**All Employees:** Lock in tomorrow's college tuition costs today. Protect yourself from rising college costs and help fund your child's attendance at any accredited public and private junior/community college, as well as four-year colleges and universities throughout the country.

## [Texas College Savings Plan](#)

The Texas College Savings Plan is a qualified 529 savings plan offered through the State.

Managed by OFI Private Investments Inc. (OFIPI), a subsidiary of Oppenheimer Funds Inc., the plan offers 20 different investment portfolios, tax-free growth of your investment and tax-free withdrawals on earnings used for qualified higher education expenses. New applications and investments in the plan are accepted year-round and are available to employees, but not as a payroll deduction.



## [Texas Tuition Promise Fund](#)

The Texas Tuition Promise Fund will give you an important opportunity to prepay and save for your child's future education at an accredited public or private junior/community college as well as 4-year colleges and universities through the country. The Texas Tuition Promise Fund is a Section 529 prepaid tuition plan. The enrollment period starts September 1 of each year and continues through the end of February the following year; newborns and children less than one (1) year of age have been extended to July 31st of each year; however, the length of enrollment periods may change.



*NOTE: Plan participants may view fund information and resources and log in to their accounts on the Texas Tuition Promise Fund Website.*

**Notice to Texas Tomorrow Fund or Texas Guaranteed Tuition Plan Purchasers:** The Texas Tomorrow Fund (later renamed the Texas Guaranteed Tuition Plan) is backed by the full faith and credit of the State of Texas. The state will honor all Texas Tomorrow Fund or Texas Guaranteed Tuition Plan contracts purchased to pay for your beneficiary's education at a state-funded school.

# Texas State Affordable Housing Corporation ([TSAHC](#))

**Full-Time Employees Only:** The Texas State Affordable Housing Corporation (TSAHC) administers the Home Loan Program. This program currently offers a 30-year fixed low interest rate mortgage, down payment, and closing cost assistance in the form of a GRANT. To be eligible, you must meet one of the following:

- Be a Texas Hero: defined as corrections officer – all full-time employees of the TDCJ, who receive hazardous duty pay. Hazardous duty pay employees must have a VOE through TDCJ, or
- An individual at or below 80% of the Area Median Family Income (AMFI).



Additionally, a homebuyer must:

- Be a first-time homebuyer, have not had an ownership interest in any principal residence during the last three years, or be purchasing a home in a targeted area;
- Reside in the State of Texas;
- Meet the income and home purchase price limits;
- Meet standard mortgage underwriting requirements which demonstrate credit worthiness;
- Occupy the purchased home as your primary residence; and
- Complete an HUD approved homebuyer education course prior to closing on the home loan.

# Children's Health Insurance Program (CHIP) Children's Medicaid

Texas children without health insurance may be eligible to receive low cost or free health coverage from the Children's Health Insurance Program (CHIP) or Children's Medicaid. Both programs cover office visits, prescription drugs, dental care, eye exams, glasses, and much more.

Families who receive Children's Medicaid pay nothing and families who receive CHIP pay no more than \$50.00 a year for health coverage. Some families with CHIP may need to pay co-pays for some services.

Here's how it works...

1. [See if you qualify.](#)
2. Fill out an application. One form covers both programs. Your children may get health and medical services from either CHIP or Children's Medicaid, depending on your family's income. [Apply now online.](#)
3. If you qualify, CHIP will mail you a welcome packet. Your packet will tell you about the health plans and doctors available in your area.
4. Pick your health plan and primary care doctor.

**1-877-543-7669**  
<http://chipmedicaid.org/>

## MISSION STATEMENT

The mission of the Texas Department of Criminal Justice is to provide public safety, promote positive change in offender behavior, reintegrate offenders into society, and assist victims of crime.



# Visit us at: [www.tdcj.state.tx.us](http://www.tdcj.state.tx.us)

Texas Department of Criminal Justice  
TDCJ Benefits Publication provided by Human Resources Division  
2 Financial Plaza, Suite 600, Huntsville, Texas 77340  
If you are interested in other publications or trainings offered by  
the Human Resources Division please  
contact HRSD at (936) 437-4114 or  
[hrsdtraining@tdcj.state.tx.us](mailto:hrsdtraining@tdcj.state.tx.us)