

Human Resources



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State benefits are offered to employees by the Texas Department of Criminal Justice. These benefits are provided through the policies and procedures of TDCJ. Employees are responsible for being knowledgeable or seeking clarification of Human Resources policies and procedures. This document provides information about an employee's state-offered benefits. For questions or information regarding TDCJ policies, contact the unit/department human resources representative (HR Rep). In addition, Human Resources policies and procedures are accessible from the TDCJ Human Resources home page (www.tdcj.texas.gov).

Employee Retirement System of Texas (ERS)

ERS manages 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 to identify available benefits. Please visit the ERS website www.ers.texas.gov for more detailed information, or access the [ERS New Employee Benefits Guide](#) for questions on any of the following:

- Health Insurance
- Vision Insurance
- Dental Insurance
- Optional Term Life Insurance
- Dependent Term Life Insurance
- Voluntary AD&D Insurance
- Disability Insurance
- TexFlex
- Retirement
- Texa\$aver 401(k) Traditional Plan
- Texa\$aver 401(k) Roth Plan
- 457 Traditional Plan
- 457 Roth Plan

ERS OnLine

ERS offers OnLine access to manage your benefits. Selecting your own User ID and password:

- 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

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

How does it work?

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. You must remove that child from GBP health coverage within 31 days of CHIP approval.
4. Pick your health plan and primary care doctor.

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

Service Purchase

Employees contributing to the ERS are eligible to purchase previously refunded service, waiting period service, eligible military service, or Additional Service Credit (ASC) by contacting [ERS](#).

Veteran Employment

Military veterans applying for a correctional officer (CO) position are exempt from the CO pre-employment test. Applicants must submit a State of Texas Application for Employment and the applicable supplement: [PERS 282](#) for outside applicants or [PERS 598](#) for current TDCJ employees. Applications may be submitted through the [Work In Texas](#) website; however, you must bring the applicable supplement to your scheduled interview.



Veterans may schedule an interview by selecting a date from our [available test calendar](#).

For detailed information, call (936) 437-4098 or 1-877-WORK-4-TX.

RECIPIENT

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

Full-time correctional officers meeting eligibility criteria must 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 either the full amount or a prorated amount of the recruitment bonus payment based on the remaining uncompleted service months.

Bonus payment:

- One-time gross amount determined by the executive director and is subject to federal withholding taxes, FICA, and Medicare.
- Issued in the payroll period after the contract is signed.
- 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.



View [list of current bonus units](#). See [who is eligible to sign a Bonus Contract](#).

Executive Director's Recruiting Award

Recruit a CO and Earn Administrative Leave

Current full-time employees are eligible to receive eight hours of administrative leave for each applicant referral resulting in a newly hired Correctional Officer (CO) accepting assignment at a designated bonus unit. Administrative leave expires one calendar year from the date it was issued.

Three Easy Steps

1. Convince a relative or friend to apply for a Correctional Officer position.
2. Complete and sign the PERS 415, Correctional Officer Applicant Referral form.
3. Have the applicant complete the applicant information section and submit the referral form with his/her application.

To receive this award, the PERS 415 must be completed and signed by both applicant and TDCJ employee. This form must be included with the application when the applicant reports for Correctional Officer screening.

Download the PERS 415, Correctional Officer Applicant Referral form.

[PERS 415 \(PDF\)](#)

[PERS 415 \(Word\)](#)



Hazardous Duty Pay, PD-85, BR 151.51

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 accruing twelve (12) months of hazardous duty state service.
- Hazardous duty pay is increased 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** (not working retirees) in a position authorized to receive longevity pay start receiving such pay after accruing two years of lifetime service credit.
- Longevity pay is increased by \$20 after each two years of lifetime service credit for a maximum of 42 years of lifetime service credit.
- **Part-Time Employees** are not eligible to receive longevity pay.
- When a part-time employee becomes a full-time employee, the state service accrued as a part-time employee counts toward the employee's state service that may be eligible for longevity pay.

Direct Deposit Program, PD-92, and Paycard Program

- Elect to have monthly salary deposited in two accounts at one financial institution or two financial institutions.
- Elect to have monthly salary deposited to a paycard or paycard and a savings account.
- Submit a form to the Payroll Department if any account information changes.

Employee Assistance Program (EAP), PD-20

Employees may have special needs at times during employment. TDCJ has an Employee Assistance Program (EAP), which contracts with Alliance Work Partners, to provide counseling to employees and their dependents. For more information, visit www.alliancewp.com. Counselors can answer questions and provide referrals to appropriate resources for:

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



Workers' Compensation, [PD-45](#)

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):

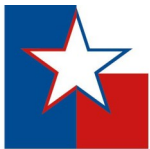
- Medical
- Temporary Income
- Impairment Income
- Supplemental Income
- Lifetime Income or Death/Burial Benefits

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

Qualifying employees must have 12 months of State service and have physically worked at least 1,250 hours during the 12 month period preceding the requested Family and Medical Leave period.

- May be eligible for up to 12 workweeks paid or unpaid leave based on accruals.
- May be eligible for up to 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.

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



TOGETHER WE CARE
State Employee Charitable Campaign

All 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 featuring the convenience of payroll deduction.

Texas Prepaid Higher Education Tuition Program

Employees can 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 Tuition Promise Fund](#)

The Texas Tuition Promise Fund gives 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 four-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 year of age have been extended to July 31st of each year; however, the length of enrollment periods may change.

Additional Benefits

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

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

The TLPP offers affordable legal insurance to all employees. 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 State Affordable Housing Corporation ([TSAHC](#))

The Texas State Affordable Housing Corporation (TSAHC) administers the Home Loan Program for **full-time employees** only. Visit the [TDCJ web site](#) for additional information about this program administered through TSAHC. Eligibility and funding availability can be located on the TSAHC site.

Sick Leave, [PD-46](#)

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

A **part-time employee** accrues sick leave at the rate of four hours for each month or fraction of a month of employment, with unlimited accumulation.

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.

Restoration Upon Reemployment:

- Unused sick time can be restored if not previously donated, provided there has been a break in service of at least 30 calendar days since separation and reemployment within 12 months after the end of the month separated.
- Sick Leave balances are not restored for employees returning after retirement.
- PD-76, Employment and Reemployment of Members of the Uniformed Services, guides restoration of sick leave for employees separating to serve in the Uniformed Services.

Donated Sick Leave, [PD-46](#)

Employees may donate sick leave hours to another employee in the same state agency with certain restrictions.

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

Employees with five or more years state service who had 56 hours sick leave balance at the onset of the current injury/illness may be eligible for up to 12 workweeks of extended sick leave in a five year period.

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

The Sick Leave Pool (SLP) is a program supported by sick time donations from employees. TDCJ employees with 12 months of TDCJ service since most recent hire date and 56 hours sick leave accrual at the onset of the current injury/illness who have donated to the Sick Leave Pool during the current fiscal year may be eligible to receive paid leave.

Full-time employees require a minimum contribution of eight hours.

Part-time employees require a minimum contribution of four hours.

The maximum number of hours available per catastrophic illness eligible employees may be granted is based upon months of state service and contribution to the SLP in the current fiscal year.

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

Vacation Leave, [PD-49](#)

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.

A **part-time employee** accrues vacation leave on a proportionate basis for the time worked, and his or 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 continuous months of employment with TDCJ or another state agency or institution.

SCHEDULE OF VACATION ACCRUALS AND MAXIMUM CARRYOVERS		
MONTHS OF STATE SERVICE ⁽¹⁾	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

⁽¹⁾ 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.

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

- Compensatory time is credited compensatory leave hour for hour worked.
- Compensatory leave expires if it is not taken within:
 - ⇒ 12-month period following the date time was accrued for **non-correctional** career position employees.
 - ⇒ 24-month period following the date time was accrued for **correctional** career position employees.
- Compensatory leave will not be paid to avoid expiration of leave.



Some comp time is worked into the correctional career position work schedule.

Holiday Leave, [PD-49](#)

All employees are 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. National, state, and optional holidays are set during each legislative session.
2. Holiday leave expires if not taken within one year from the date the time was accrued.
3. An employee will not be paid for unused holiday leave to avoid its expiration.
4. An employee who elects to observe an authorized optional holiday must complete a [PERS 500, In Lieu of Holiday Request](#), for the appropriate fiscal year and submit the request to his or her supervisor.

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."

- 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 is credited to TDCJ FLSA non-exempt employees at the rate of one and one-half times the number of overtime hours physically worked.

Leave Without Pay, [PD-46](#), [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 12 workweeks Up to 26 workweeks to care for a family member who is a military member
Leave without Pay—Other (LWOP):	Up to 30 calendar days
Military Leave (National Guard/	For the duration of the active duty period

Administrative Leaves, [PD-46](#), [PD-49](#), [PD-53](#), [PD-76](#)

Full-time and Part-time Employees: Administrative leave entitlement per specified 'workday' is based on the employee's scheduled shift.

All administrative leave requires an approved [PERS 24](#), TDCJ Leave Request.

Administrative Leave for Adverse Weather Conditions: Sufficient leave for adverse weather.

Administrative Leave for Death in Immediate Family: Up to three workdays paid leave when a death occurs in the employee's immediate family. These workdays need not be consecutive.

Administrative Leave for Outstanding Performance: Up to 32 hours per fiscal year for outstanding performance to the TDCJ, as well as other notable deeds. **Administrative Leave for Continuing Education:** Eight hours per fiscal year for completion of 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: Sufficient leave with pay during jury screening or jury duty.

American Red Cross Certified Disaster Service Volunteers: Up to 10 workdays for certified disaster service volunteers to participate in specialized disaster relief services per fiscal year.

Certain Amateur Radio Operators: Up to 10 workdays for employees having a license issued by the Federal Communication Commission (FCC) and on the list maintained by the Division of Emergency Management in the Governor's Office to participate in specialized disaster relief services if leave is authorized by the Governor.

Certain Members of Urban Search and Rescue Teams: Up to 15 eight hour workdays per federal fiscal year to engage in authorized training or duty authorized by a proper authority.

Certified Peace Officers in OIG: Up to one year for an injury sustained due to the nature of the officer's duties occurring during a certified peace 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): Leave not to exceed five hours each month to participate in mandatory training or perform volunteer services for Court Appointed Special Advocates.

Employees Donating Blood: Sufficient leave to donate blood up to four times in a fiscal year (September – August).

Employees Requiring Assistance Animal: Up to 10 workdays to attend a training program with assistance animal per fiscal year. Workdays need not be consecutive.

Employees Donating Bone Marrow or Organ Donors: Up to five workdays in a fiscal year for bone marrow donors; up to 30 workdays in a fiscal year for organ donors.

Extended Sick Leave: Up to 12 workweeks of administrative leave.

Foster Parent: 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.

Medical and Mental Health Care Leave for Veterans: Fifteen workdays per fiscal year to obtain medical or mental health care from the Veteran's Health Administration to include physical rehabilitation.

Military or Active Duty Leave: Up to 15 workdays per federal fiscal year to TDCJ employees who are members of state military or reserve components for active duty or training. The unused portion of 15 workdays can be carried into the next federal fiscal year to a maximum of 45 workdays.

Administrative Leaves, [PD-46](#), [PD-49](#), [PD-76](#)

Military Leave for Service Credit: One hour paid administrative leave each month of active military service for the purpose of receiving service credit in the Employees Retirement System of Texas (ERS) for LWOP-Military status not receiving other paid leave entitlements.

National Guard: State Emergency Leave - Leave for the duration of active duty when called to state active duty by the Governor during an emergency. **Federal Emergency Leave** - Leave up to 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: Up to five workdays per fiscal year to attend firefighter or emergency medical services training conducted by state agencies and leave to respond to a fire or medical emergency.

Reserve Law Enforcement Training: Five workdays every two years for reserve law enforcement officer to complete continuing education program hours required to remain licensed as a peace officer.

Voting: Sufficient leave for statewide elections when work schedule disallows voting during off time; not given when early voting is available.

TDCJ Mission

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.

Contacts and Social Media

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Human Resources Division
2 Financial Plaza, Suite 600, Huntsville, Texas 77340.
Phone: (936) 437-4141

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Follow us on Twitter @TDCJ

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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 of Risk Management (SORM) those documents, contracts, statutes, and administrative rules will prevail.*