

**NOVEMBER 2017 PERSONNEL MANUAL UPDATE  
SUMMARY OF REVISIONS**

**EXECUTIVE DIRECTIVE:**

**PD-72, “Employee Salary Administration” (rev. 16)**

- Incorporated the parole officer career ladder language to eliminate the need to reference two different policies. The Parole Division’s PD/POP-1.1.7, “Parole Officer Career Ladder” will be deleted upon publication of PD-72.
- Removed all salary schedules and fiscal year salary rate reference sheets as policy attachments; reference to the TDCJ website address has been added throughout the directive as to where these documents can be found.
- Revised the Policy statement.
- Added definitions for Non-Unit-Based Position, Pay Level, and Satisfactory Annual Performance Evaluation; revised definitions for Involuntary Demotion, Promotion, Reduction in Pay, Series, Targeted Career Position, and Voluntary Demotion; revised Unit-Based Employee to Unit-Based Position and all applicable language; deleted definition of Unit Pay Differential and all applicable language.
- Section I: SB 686 of the 83rd Legislative Session changed the name of the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) to the Texas Commission on Law Enforcement (TCOLE).
- Section II: Included reference to Section VI for applicable salary provisions regarding an employee in or moving to a targeted career position; and removed references and procedures related to Unit Pay Differential.
- Section II.A: Added language to specify an employee’s position as unit-based or non-unit-based.
- Section II.B: Clarified an employee’s salary rate of “at least a 3% salary increase” for those who promote within or into Salary Schedule A.
- Section II.C: Clarified that an employee’s salary rate when an employee receives a lateral transfer within or into Salary Schedule A or B may be lower than, the same as, or higher than the employee’s current salary rate.
- Section II.D: Added language clarifying that 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.
- Section IV.A: Added the term “accelerated” in reference to the correctional officer (CO) career ladder, which applies to those hired with a bachelor’s degree or two years active military service.
- Section IV.B: Clarified procedural reference for changing a CO’s employment status from part-time to full-time or full-time to part-time by replacing the term “transfer” with “change.” A transfer indicates a new unit of assignment not a change in employment status.
- Section IV.C: The term “CO rehire” has been replaced with “CCP rehire,” which refers to a correctional career position and now also applies to the rehiring of food service managers (FSM) and laundry managers (LM).
- Section IV.C.1: Removed reference to “CO V,” as it is no longer applicable.
- Section IV.D.1: Added accreditation by the United States Department of Education.

- Section IV.F: Added new section titled “Voluntary Move from CO Accelerated Career Ladder to Food Service and Laundry Manager Career Ladder.” New section describes the loss of the accelerated career ladder due to promoting from a CO III, pay level 3 or 4 to an FSM II or LM II; new section also describes laterally transferring within the accelerated career ladder.
- Section IV.J: Added clarification that the section is referring to an employee “subject to involuntary demotion.”
- Section V: Removed references to parole officer career ladder.
- Section V.B. chart: Added language to the Promotion section clarifying at least a 3% salary increase over the employee’s current salary rate for a promotion into or within Salary Schedule A. Revised the Reduction in Pay section specifying a salary rate at least 3.4% lower within Salary Schedule B; and revised note (1) clarifying the processes for a voluntary demotion due to a RIF or administrative reassignment.
- Section VI: Added new section to incorporate the parole officer career ladder.
- Section VIII.B: Revised copy requirements for Correctional Career Ladder Adjustment Notices.
- Attachment B, Payroll Effective Dates and Timeframes for PSC Entry/Approval: Revised to include the Parole Officer Training Academy.
- Grammatical and formatting changes.