

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**POLICY AND  
OPERATING PROCEDURE**

**NUMBER: PD/POP-1.1.7**

**DATE: 07/01/08**

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**SUPERSEDES: 08/01/07**

**SUBJECT: PAROLE OFFICER CAREER LADDER**

**AUTHORITY: TEX. GOV'T CODE ANN. §§ 76.005, 508.113, 508.1131**

**PURPOSE:** To establish criteria for Parole Officer career advancement in the Texas Department of Criminal Justice Parole Division (TDCJ-PD)

**DISCUSSION:**

Effective 08/01/07, all active employees in a Parole Case Manager I position shall be reclassified to a Parole Officer I position, established salary rate, prior to conversion to the expanded parole officer career ladder. References to months of service in a parole officer position shall include months of service as a Parole Case Manager I accrued prior to 08/01/07. If a Parole Case Manager is in a leave without pay (LWOP) status on 08/01/07, the employee's reclassification shall be delayed until the employee returns to work.

**DEFINITIONS:**

"Active Service", for the purpose of this directive, is parole officer service other than a full calendar month of leave without pay.

"Consecutive Months", for the purpose of this directive, means months of parole officer service from the employee's current date of hire. In addition, employees who returned to a parole officer position before or on August 1, 2007, shall have active service accrued before the most recent move from a parole officer position count as consecutive months if:

- The employee promoted or laterally transferred from a parole officer position, remained on payroll and then returned (regardless of the length of time the employee was in another position); or
- The employee promoted or laterally transferred from a parole officer position, subsequently separated employment and returned within 12 months of separation; or
- The employee voluntarily demoted or separated from a parole officer position and returned within 12 months of the voluntary demotion or separation.

“Satisfactory Annual Performance Evaluation”, for the purpose of this directive, is an annual performance evaluation that includes a minimum rating of “meets standards” for each essential function.

“Satisfactory Service”, for the purpose of this directive, means parole officer service other than a period of disciplinary probation.

“Restored Parole Officer Service”, for the purpose of this directive, means months of disciplinary probation served by a parole officer: An employee's prior months of disciplinary probation while in a career ladder shall count toward the employee's advancement within the career ladder if the employee has completed the probation. The employee shall have the applicable months restored the day after completion of probation.

## **PROCEDURES:**

### **I. GENERAL PROVISIONS**

- A. The positions within the parole officer career ladder include Parole Officer I, II, III, IV, and V, and the entry-level position is Parole Officer I. The salary rates and pay levels for the parole officer career ladder are identified on the Parole Officer Career Ladder Salary Rate Reference Sheets (Attachments A, B and C).
- B. A parole officer shall receive an annual salary adjustment to the next higher pay level within the same salary group, not to exceed pay level one for a Parole Officer I or pay level 10 for a Parole Officer II - V, if:
  - 1. The parole officer has accrued the required number of consecutive months of satisfactory/restored active parole officer service for the next higher pay level; and
  - 2. The parole officer's most recent performance evaluation was a satisfactory annual performance evaluation.
- C. An employee shall promote from a Parole Officer I to a Parole Officer II after accruing 24 consecutive months of satisfactory/restored active parole officer service if the employee's most recent performance evaluation was a satisfactory annual performance evaluation. An employee shall compete for a Parole Officer III, IV, or V position.
- D. An employee being placed in one of the parole officer positions shall receive a salary rate corresponding with the established salary rate or a pay level identified on the applicable salary rate reference sheet.
- E. Salary adjustments shall be effective on the first of the month after the parole officer meets the applicable eligibility criteria.

### **II. AUGUST 1, 2007 CONVERSION**

The following procedures apply to employees who are in a parole officer position as of August 1, 2007.

A. Career Ladder Placement

1. Parole Officer I

Except as provided in paragraph II.A.3, an employee in a Parole Officer I position shall convert to one of the following:

- a. If the employee has 0 - 12 total consecutive months of active parole officer service, the parole officer shall convert to the Parole Officer I established salary rate.
- b. If the employee has 13 - 24 total consecutive months of active parole officer service, the parole officer shall convert to Parole Officer I, pay level one.
- c. If the employee has 24 or more total consecutive months of active parole officer service, the parole officer shall convert to a Parole Officer II position. The parole officer shall be placed at the Parole Officer II pay level corresponding with the employee's consecutive months of active parole officer service.

2. Parole Officer II, III, IV and V

Except as provided in paragraph II.A.3, an employee in a Parole Officer II, III, IV or V position shall convert to a pay level within their current salary group that corresponds with the employee's total consecutive months of active parole officer service.

3. Exceptions

If on August 1, 2007, an employee in a parole officer position is in a leave without pay (LWOP) status, on disciplinary probation or does not have a current satisfactory annual performance evaluation, the employee shall have a delay in conversion and remain at the employee's current salary rate. Upon completion of the disciplinary probation period, receipt of a satisfactory annual performance evaluation and/or return to work, the employee shall be converted in accordance with the following guidelines.

a. Delay due to LWOP Status

The employee shall be placed at the position and pay level that the parole officer would have otherwise been placed on August 1, 2007.

b. Delay due to Disciplinary Probation

The employee shall be placed at the position and pay level that the parole officer

would have otherwise been placed on August 1, 2007. The employee shall not receive credit for months of disciplinary probation served after August 1, 2007. However, the employee shall have such months restored upon completion of probation.

c. Delay due to Unsatisfactory Performance Evaluation

The employee shall be placed at a position and pay level based on the position and pay level that the parole officer would have otherwise been placed on August 1, 2007 plus the consecutive months of satisfactory active service served after August 1, 2007.

B. Career Ladder Advancement

Any consecutive active months of parole officer service that exceed the minimum months required for the parole officer's conversion pay level shall count as satisfactory/restored months accrued toward the parole officer's next salary adjustment.

III. Placement upon Return to the Career Ladder

The following procedures apply to any individual who was employed by TDCJ-PD in a parole officer position, moved to another TDCJ position or separated employment and returns to the parole officer career ladder.

A. Employee who Returns after Promotion or Lateral Transfer

1. If an employee promotes or laterally transfers from a parole officer position, remains on TDCJ payroll and returns to a parole officer position at any time or separates employment and returns to a parole officer position within 12 months of the separation, the employee shall be placed at the following applicable pay level:
  - a. A pay level based on the employee's consecutive months of satisfactory active parole officer service at the time the employee left the parole officer position (i.e., left before conversion); or
  - b. The pay level from which the employee left (i.e., left after conversion).
2. If an employee promotes or laterally transfers from a parole officer position, separates employment and returns to a parole officer position after 12 months of the employee's separation date, the employee shall be placed at the applicable established salary rate for a Parole Officer I, III, IV or V. Such an employee shall not be placed in a Parole Officer II position.

B. Employee who Returns after Voluntary Demotion or Separation

1. If an employee returns to a parole officer position within 12 months of a voluntary

demotion or separation from a parole officer position, the employee shall be placed at a pay level that is:

- a. A pay level based on the employee's consecutive months of satisfactory active parole officer service at the time the employee left the parole officer position (i.e., left before conversion); or
  - b. The pay level from which the employee left (i.e., left after conversion).
2. If an employee returns to a parole officer position after 12 months of a voluntary demotion or separation from a parole officer position, the employee shall be placed at the applicable established salary rate for a Parole Officer I, III, IV or V. Such an employee shall not be placed in a Parole Officer II position.

#### C. Career Ladder Advancement

Eligibility for future salary adjustments shall be calculated in accordance with the criteria applicable to newly-hired personnel (i.e., only consecutive months of satisfactory/restored active service accrued after the return date is applicable).

#### IV. Move from Texas Board of Pardons and Paroles (BPP)

If an employee moves from a BPP Parole Officer III - V position to the TDCJ-PD parole officer career ladder, the employee's consecutive satisfactory/restored active months of service in the BPP parole officer position shall count as TDCJ-PD parole officer service for the purpose of placement in the parole officer career ladder.

#### V. Promotion or Voluntary Demotion within Career Ladder

##### A. Promotion

1. From Parole Officer I to Parole Officer II

The employee's pay level shall be based on the employee's consecutive satisfactory/restored active months of parole officer service.

2. From Parole Officer Position to Parole Officer III, IV, or V

The employee shall retain the same pay level that the employee held prior to promotion; only the employee's salary group and salary rate shall change.

B. Voluntary Demotion

The employee shall retain the same pay level that the employee held prior to the voluntary demotion; only the employee's salary group and salary rate shall change.

C. Career Ladder Advancement

Any consecutive satisfactory/restored active months of parole officer service exceeding the minimum months required for the employee's placement pay level shall count as months accrued toward the employee's next salary adjustment.

VI. Reduction in Pay within Career Ladder

A. The employee's salary rate shall be reduced at least 3.4 percent. It is not necessary for the employee's reduced salary rate to correspond with a pay level.

B. The employee's reduction in pay shall be effective only for the number of disciplinary probation months concurrently imposed with the reduction in pay. Upon completion of the applicable disciplinary probation months, the employee's salary rate shall be reinstated to the prior rate of pay. A separate disciplinary action that does not include a reduction in pay shall not extend the number of months that the reduction in pay is in effect.

If the employee is a Parole Officer I or the employee's prior pay level was not the highest pay level within the employee's current salary group, the months and days of consecutive satisfactory/restored active parole officer service the employee accrued prior to the reduction in pay shall count toward the employee's next salary adjustment including, if applicable, promotion to a Parole Officer II.

VII. Involuntary Demotion within Career Ladder

A. The parole officer shall be placed at one of the following:

1. The same pay level that the parole officer held prior to involuntary demotion (only the parole officer's salary group and salary rate would change);
2. A lower pay level within the new parole officer position; or
3. The established salary rate for the new parole officer position.

B. If the parole officer was involuntarily demoted from a Parole Officer II to a Parole Officer I, the parole officer's involuntary demotion shall be effective only for the number of disciplinary probation months that were concurrently imposed with the involuntary demotion. Upon completion of the applicable disciplinary probation, the parole officer shall be reinstated to a Parole Officer II and to the same pay level held prior to the involuntary demotion. A subsequent disciplinary action that does not include involuntary demotion shall not extend the number of months that the involuntary demotion is in effect.

- C. A Parole Officer III, IV or V who was involuntary demoted shall compete for promotion to the previous position. If the involuntary demotion was to a lower pay level or to the established salary rate, the parole officer shall be reinstated to the pay level (not salary group) held prior to the involuntary demotion immediately after the parole officer completes the corresponding number of disciplinary probation months. A subsequent disciplinary action that does not include involuntary demotion shall not extend the number of months that the lower pay level or established salary rate is in effect.
- D. If the parole officer's pay level before the involuntary demotion was not the highest pay level, the months and days of satisfactory/restored active service the parole officer accrued prior to the involuntary demotion shall count toward the parole officer's next salary adjustment.

#### VIII. Annual Performance Evaluations Affect on Salary Adjustments

When a parole officer accrues the required months of satisfactory/restored active parole officer service for a salary adjustment, the parole officer's most recent annual performance evaluation shall determine whether the parole officer receives the salary adjustment.

##### A. Satisfactory Annual Performance Evaluation

If the parole officer's most recent performance evaluation is a satisfactory annual performance evaluation, the parole officer shall receive the salary adjustment.

##### B. Unsatisfactory Annual Performance Evaluation

1. If a parole officer's most recent annual performance evaluation includes a rating of "needs some improvement" or "needs much improvement" for any essential function, the parole officer shall not receive a salary adjustment until the parole officer receives a satisfactory annual performance evaluation even if the employee receives credit for restored parole officer service during this period.
2. Upon receiving a satisfactory annual performance evaluation, the employee shall receive a salary adjustment to the appropriate pay level based on the employee's consecutive months of satisfactory/restored active parole officer service. Any months of such service exceeding the minimum months required for the employee's new pay level shall count as months accrued toward the employee's next salary adjustment.

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Stuart Jenkins  
Director, Parole Division

## TEXAS DEPARTMENT OF CRIMINAL JUSTICE

### FY 09 Parole Officer (PO) Career Ladder Salary Rate Reference Sheet

Title and Group	Pay Levels, Salary Rates and Minimum Required Consecutive Months of Satisfactory/Restored Active Parole Officer Service (A salary adjustment to a higher pay level requires a satisfactory annual performance evaluation.)										
	Established Salary Rate	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10
	0 – 12 Months	13 – 24 Months	25 – 36 Months	37 – 48 Months	49 – 60 Months	61 – 72 Months	73 – 84 Months	85 – 96 Months	97 – 108 Months	109 – 120 Months	121+ Months
PO I <sup>(1)</sup> B06	\$2,689.74	\$2,705.84									
PO II B07	\$2,850.81	\$2,868.76	\$2,886.70	\$2,904.64	\$2,922.59	\$2,940.53	\$2,958.47	\$2,976.42	\$2,994.37	\$3,012.30	\$3,030.25
PO III B08	\$3,030.25	\$3,069.58	\$3,108.93	\$3,148.28	\$3,187.61	\$3,226.96	\$3,266.29	\$3,305.63	\$3,344.97	\$3,384.31	\$3,423.66
PO IV B10	\$3,423.66	\$3,468.57	\$3,513.49	\$3,558.40	\$3,603.31	\$3,648.23	\$3,693.14	\$3,738.05	\$3,782.97	\$3,827.88	\$3,872.79
PO V B12	\$3,872.79	\$3,917.71	\$3,962.62	\$4,007.53	\$4,052.46	\$4,097.37	\$4,142.28	\$4,187.20	\$4,232.11	\$4,277.02	\$4,321.94

<sup>(1)</sup> Employee remains as PO I for only 24 consecutive months of satisfactory/restored active parole officer service unless longer due to unsatisfactory performance evaluation.

## TEXAS DEPARTMENT OF CRIMINAL JUSTICE

### FY2010 Parole Officer (PO) Career Ladder Salary Rate Reference Sheet<sup>(1)</sup>

Title and Group	Pay Levels, Salary Rates and Minimum Required Consecutive Months of Satisfactory/Restored Active Parole Officer Service (A salary adjustment to a higher pay level requires a satisfactory annual performance evaluation.)										
	Established Salary Rate	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10
	0 – 12 Months	13 – 24 Months	25 – 36 Months	37 – 48 Months	49 – 60 Months	61 – 72 Months	73 – 84 Months	85 – 96 Months	97 – 108 Months	109 – 120 Months	121+ Months
PO I <sup>(1)</sup> B14	\$2,783.88	\$2,800.54									
PO II B15	\$2,950.59	\$2,969.17	\$2,987.73	\$3,006.30	\$3,024.88	\$3,043.45	\$3,062.02	\$3,080.59	\$3,099.17	\$3,117.73	\$3,136.31
PO III B16	\$3,136.31	\$3,177.01	\$3,217.74	\$3,258.47	\$3,299.17	\$3,339.90	\$3,380.61	\$3,421.32	\$3,462.04	\$3,502.76	\$3,543.49
PO IV B18	\$3,543.49	\$3,589.97	\$3,636.46	\$3,682.94	\$3,729.43	\$3,775.92	\$3,822.40	\$3,868.88	\$3,915.37	\$3,961.86	\$4,008.34
PO V B20	\$4,008.34	\$4,054.83	\$4,101.31	\$4,147.79	\$4,194.30	\$4,240.78	\$4,287.26	\$4,333.75	\$4,380.23	\$4,426.72	\$4,473.21

<sup>(1)</sup> Employee remains as PO I for only 24 consecutive months of satisfactory/restored active parole officer service unless longer due to unsatisfactory performance evaluation.

## TEXAS DEPARTMENT OF CRIMINAL JUSTICE

### FY2011 Parole Officer (PO) Career Ladder Salary Rate Reference Sheet<sup>(1)</sup>

Title and Group	Pay Levels, Salary Rates and Minimum Required Consecutive Months of Satisfactory/Restored Active Parole Officer Service (A salary adjustment to a higher pay level requires a satisfactory annual performance evaluation.)										
	Established Salary Rate	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10
	0 – 12 Months	13 – 24 Months	25 – 36 Months	37 – 48 Months	49 – 60 Months	61 – 72 Months	73 – 84 Months	85 – 96 Months	97 – 108 Months	109 – 120 Months	121+ Months
PO I <sup>(1)</sup> B14	\$2,881.32	\$2,898.56									
PO II B15	\$3,053.86	\$3,073.09	\$3,092.31	\$3,111.52	\$3,130.75	\$3,149.97	\$3,169.19	\$3,188.42	\$3,207.64	\$3,226.85	\$3,246.08
PO III B16	\$3,246.08	\$3,288.21	\$3,330.36	\$3,372.52	\$3,414.65	\$3,456.80	\$3,498.93	\$3,541.07	\$3,583.22	\$3,625.36	\$3,667.51
PO IV B18	\$3,667.51	\$3,715.62	\$3,763.74	\$3,811.85	\$3,859.96	\$3,908.08	\$3,956.18	\$4,004.29	\$4,052.41	\$4,100.52	\$4,148.63
PO V B20	\$4,148.63	\$4,196.75	\$4,244.86	\$4,292.97	\$4,341.10	\$4,389.21	\$4,437.31	\$4,485.43	\$4,533.54	\$4,581.65	\$4,629.77

<sup>(1)</sup> Employee remains as PO I for only 24 consecutive months of satisfactory/restored active parole officer service unless longer due to unsatisfactory performance evaluation.