

Texas Department of Criminal Justice
SB 909 Expansion of Parole Officer Career Ladder
Questions and Answers for Parole Officers and Salary Rate Reference Sheets

When is the expanded career ladder effective?

It is effective August 1, 2007, which will affect your pay received in September. In addition, the 2% across-the-board increase will be effective September 1, 2007, which will affect your pay received in October.

If on August 1, 2007 you are on disciplinary probation, do not have a current satisfactory annual performance evaluation or are on leave without pay (LWOP), your conversion will be delayed until completion of disciplinary probation, receipt of a current satisfactory annual performance evaluation and/or return to work.

Which policy will include the procedures for the expanded parole officer career ladder?

Parole Division Policy and Operating Procedure (PD/POP) 1.1.7, "Parole Officer Career Ladder" effective August 1, 2007 will include the detailed procedures; however, the definitions and procedures included in PD-72, "Employee Salary Administration" remain applicable. The August 2007 and FY 2008 career ladder salary rate reference sheets are attached (Attachments A and B).

What are the most significant changes to the parole officer career ladder?

- The career ladder does not include Parole Case Managers I. These employees will be reclassified to a Parole Officer I, which will be the new entry-level parole officer position. The only exception will be an employee on LWOP as of August 1, 2007, who will be reclassified upon return to work.
- In addition to the established salary rates, there are 10 pay levels for Parole Officers II, III, IV and V. The pay levels are in increments of 12 months. A salary adjustment to a higher pay level is dependent on: (1) meeting the required number of consecutive months of satisfactory/restored active parole officer service for the next higher pay level; and (2) having a current satisfactory annual performance evaluation. An employee is still required to compete for promotion to a Parole Officer III - V position.

What do the terms "active service", "satisfactory service", "consecutive months" and "restored service" mean?

- "Active service" is parole officer service other than a full calendar month of LWOP.
- "Satisfactory service" means parole officer service other than disciplinary probation.

- "Consecutive months" includes months of parole officer service from your current date of hire or the most recent date that you were placed in a parole officer position. In addition, employees who returned to a parole officer position before or on August 1, 2007 may have active service accrued before the most recent move from a parole officer position count as consecutive months. (See PD/POP/1.1.7, "Parole Officer Career Ladder".)
- "Restored Parole Officer Service" means months of disciplinary probation served by a parole officer: (1) prior to August 2007 and that count toward the parole officer's conversion pay level; or (2) that count toward the parole officer's future career ladder advancement once the parole officer meets the PD-72 '36/24 provision' criteria. Note: Months of disciplinary probation counted toward a parole officer's conversion pay level shall not be eligible to be restored again via the '36/24 provision'.

What is a satisfactory annual performance evaluation?

It is an annual performance evaluation that includes a minimum rating of "meets standards" for each essential function.

Where will I be placed in the expanded parole officer career ladder at conversion?

- Unless you are an exception due to disciplinary probation, unsatisfactory annual performance evaluation or LWOP status, you will be converted to a pay level based on your **total** consecutive months of active parole officer service. Only full calendar months of LWOP will not count. Parole officer service includes months in a parole officer position lower than your current position, including a Parole Case Manager I position. Months of disciplinary probation occurring before August 1, 2007 will be restored for the purpose of conversion.
- If you are an eligible Parole Officer I with more than 24 consecutive months of active parole officer service, you will promote to a Parole Officer II and to a minimum pay level 2.
- If you are an eligible Parole Officer II - V with more than 120 consecutive months of active parole officer service, you will be placed at the highest pay level for your position (pay level 10).

Texas Department of Criminal Justice
SB 909 Expansion of Parole Officer Career Ladder
Questions and Answers for Parole Officers and Salary Rate Reference Sheets

If my conversion is delayed due to disciplinary probation, will my months on disciplinary probation count toward my conversion?

Upon completion of your disciplinary probation period, you will be converted to the same salary group and pay level that you would have converted to on August 1, 2007. Your consecutive active months of disciplinary probation occurring before August 1, 2007 will be restored to count toward your conversion pay level as well as your future salary adjustments. Your months of disciplinary probation occurring after August 1, 2007 may only be restored when you meet the '36/24 provision' criteria (at least 36 months of active parole officer service from most recent placement in a parole officer position and 24 consecutive months of satisfactory active service from the end of your most recent disciplinary probation period).

How does an unsatisfactory annual performance evaluation affect my conversion?

An unsatisfactory annual performance evaluation will delay your conversion until you receive a satisfactory annual performance evaluation. When that occurs, you will receive credit for the consecutive months of satisfactory active parole officer service accrued while the conversion was delayed.

Which months of service count toward future salary adjustments?

- Any consecutive active months of parole officer service that exceed the minimum months required for your conversion pay level will count as satisfactory/restored months accrued toward your next salary adjustment.
- When you accrue the required months of satisfactory/restored active parole officer service for a salary adjustment, your most recent annual performance evaluation will determine whether you receive the salary adjustment.
- An unsatisfactory annual performance evaluation will delay your salary adjustment until you receive a satisfactory annual performance evaluation. When that occurs, you will receive credit for the consecutive months of satisfactory active parole officer service accrued while the salary adjustment was delayed.

When will future salary adjustments be effective?

Future salary adjustments will be effective on the first of the month after meeting the service criteria for the next higher pay level.

What happens after I am placed at Pay Level 10?

You will not receive any further career ladder salary adjustments unless you compete and are selected for promotion to a higher level parole officer supervisor (Parole Officer III, IV, or V).

If I were to compete and be selected for promotion to a Parole Officer supervisor (Parole Officer III, IV or V), at what pay level would I be placed?

You would retain the same pay level that you held prior to promotion (e.g., from Parole Officer II, pay level 10, to Parole Officer III, pay level 10). Only your salary group and salary rate would change.

What if I previously left a parole officer position and I return after August 1, 2007?

- If you promoted or laterally transferred from a parole officer position and remained on TDCJ payroll, you will be placed at a pay level based on your consecutive months of satisfactory active parole officer service at the time you left the parole officer position.
- If you promoted or laterally transferred from a parole officer position, separated employment and then return within 12 months of separation, you will be placed at a pay level based on your consecutive months of satisfactory active parole officer service at the time you separated employment.
- If you left a parole officer position via a voluntary demotion or separation and then return within 12 months of leaving the parole officer position, you will be placed at a pay level based on your consecutive months of satisfactory active parole officer service at the time you left the parole officer position.
- If you return after 12 months of a voluntary demotion or separation, you will be placed at the applicable established salary rate for Parole Officer I, III, IV or V. You will not be placed in a Parole Officer II position.

Note: Employees eligible for conversion will receive a conversion notice the week of August 20, 2007. If you have additional questions after review of your conversion notice, please contact your Human Resources Representative.

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

August 2007 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 ⁽¹⁾ B06	\$2,585.30	\$2,600.78									
PO II B07	\$2,740.12	\$2,757.37	\$2,774.61	\$2,791.86	\$2,809.11	\$2,826.36	\$2,843.60	\$2,860.85	\$2,878.10	\$2,895.34	\$2,912.59
PO III B08	\$2,912.59	\$2,950.40	\$2,988.22	\$3,026.03	\$3,063.84	\$3,101.66	\$3,139.47	\$3,177.28	\$3,215.09	\$3,252.91	\$3,290.72
PO IV B10	\$3,290.72	\$3,333.89	\$3,377.06	\$3,420.23	\$3,463.40	\$3,506.57	\$3,549.74	\$3,592.91	\$3,636.08	\$3,679.25	\$3,722.42
PO V B12	\$3,722.42	\$3,765.59	\$3,808.76	\$3,851.93	\$3,895.10	\$3,938.27	\$3,981.44	\$4,024.61	\$4,067.78	\$4,110.95	\$4,154.12

⁽¹⁾ 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

FY 08 Parole Officer (PO) Career Ladder Salary Rate Reference Sheet⁽¹⁾

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 ⁽¹⁾ B06	\$2,637.00	\$2,652.79									
PO II B07	\$2,794.92	\$2,812.51	\$2,830.10	\$2,847.69	\$2,865.29	\$2,882.88	\$2,900.47	\$2,918.06	\$2,935.66	\$2,953.24	\$2,970.84
PO III B08	\$2,970.84	\$3,009.40	\$3,047.98	\$3,086.55	\$3,125.11	\$3,163.69	\$3,202.25	\$3,240.82	\$3,279.39	\$3,317.96	\$3,356.53
PO IV B10	\$3,356.53	\$3,400.56	\$3,444.60	\$3,488.63	\$3,532.66	\$3,576.70	\$3,620.73	\$3,664.76	\$3,708.80	\$3,752.83	\$3,796.86
PO V B12	\$3,796.86	\$3,840.90	\$3,884.93	\$3,928.96	\$3,973.00	\$4,017.03	\$4,061.06	\$4,105.10	\$4,149.13	\$4,193.16	\$4,237.20

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