



SUBJECT: Amendment to PD-72, "Employee Salary Administration" (rev. 18)

Effective November 15, 2025, "Employee Salary Administration" (rev. 18) is amended to allow individuals being hired, rehired, or reassigned to receive credit for any prior correctional or law enforcement experience regardless of the time elapsed since the experience was attained. This includes employees that voluntarily demote from a correctional career position (CCP) into a non-CCP and are returning to a CCP position. Upon receipt of a favorable verification of employment, these individuals will be placed at the appropriate pay level.

Additionally, individuals who possess a college degree or have two or more years of active military service, shall be placed as:

1. A correctional officer (CO) III, pay level 1, if the applicant has:
 - An associate's degree awarded by an institution of higher education accredited by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE); or
 - At least two years of active military service and:
 - Was released from military service under honorable conditions; or
 - Is a current member of a reserve component of the uniformed services, but is not on active duty, unless on terminal leave.
2. A senior CO, pay level 7, if the applicant has:
 - A bachelor's degree or higher, awarded by an institution of higher education accredited by the CHEA or by the USDE; or
 - At least four years of active military service and:
 - Was released from military service under honorable conditions; or
 - Is a current member of a reserve component of the uniformed services, but is not on active duty, unless on terminal leave.

As a result of this amendment, the following are no longer applicable:

- Procedures, Sections IV.C.1; IV.D; IV.E.; IV.G.2.a; and IV.G.2.c.(1); and
- Addendums effective September 6, 2024, and February 1, 2025.

If you have any questions, please contact Recruiting and Hiring, Human Resources Division, at 936-437-4141.

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