

Texas Department of Criminal Justice

PD-72, "Employee Salary Administration" (rev. 19)

Summary of Revisions



- Reformatted and reorganized.
- Removed HR internal processes to place into standard operating procedures (SOPs).
- Updated terminology throughout to reflect:
 - Current career ladder positions;
 - Recent policy revisions; and
 - Payroll Status Change (PSC) to Job Action Change (JAC) and Leave without Pay (LWOP) to Leave of Absence (LOA) to align with Centralized Accounting and Payroll/Personnel System (CAPPS) terminology.
- Incorporated amendments with topics relating to:
 - Individuals being hired, rehired, or reassigned receiving credit for any prior correctional or law enforcement experience.
 - Not requiring probation in conjunction with suspension without pay, reduction in pay, or a demotion.
 - Demotion requires an employee to reapply for their previous position, subject to availability.
- Policy Section II.H.: Raised the level of executive director assignment from salary group B22 to B24.
- Attachments: Removed the PERS 465, "Salary Worksheet for Interagency Transfers," from policy, to be processed as an internal electronic document.
- Edited for clarity and grammar.