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| Chapter: Selection and Hiring   | <b>Effective Date: 2/1/20</b> |
| <b>Title: Recruitment Bonus</b> | Page: 1 of 2                  |
| Statutes: Gov't Code §659.262   | Replaces: PRS.05.23, 12/1/11  |

(a) **Policy.**

TJJD may provide one-time recruitment bonuses to attract candidates for certain positions with unique or specialized qualifications.

(b) **Definitions.**

For definitions of certain terms used in this policy, see the [PRS Glossary](#).

(c) **Procedures.**

(1) **General Provisions.**

(A) Recruitment bonuses may be used on a case-by-case basis for the following classified positions:

- (i) psychologists (PhD and PsyD); and
- (ii) any classified position designated by the executive director.

(B) A recruitment bonus may be offered only if funds are available.

(C) The amount of the recruitment bonus is determined on a case-by-case basis. In no event may the bonus exceed \$5000.

(D) The recruitment bonus is paid to the employee effective on his/her start date in the identified position.

(E) Current TJJD employees are not eligible for a recruitment bonus.

(F) Retirees returning to the same position are not eligible for a recruitment bonus.

(2) **Eligibility Criteria.**

(A) The executive director will consider whether a recruitment bonus is necessary on a case-by-case basis, considering:

- (i) criticality of the position in the operations of the agency;
- (ii) evidence of a high turnover rate or an extended period of vacancy for the position;
- (iii) evidence of a shortage of qualified employees or applicants to fill the position; and
- (iv) other relevant factors.

(B) Before TJJD provides or enters into a contract to provide a recruitment bonus to the employee, the executive director will certify to the Comptroller in writing the reasons why the additional compensation is necessary.

(3) **Failure to Complete 12 Months in Position.**

(A) An employee who does not complete 12 months of service in the targeted position must refund to TJJD:

- (i) the full amount of the recruitment bonus if the employee completes less than three months in the position; or
    - (ii) a prorated amount, as specified in the Recruitment Bonus Agreement, if the employee completes at least three but fewer than 12 months in the position.
  - (B) TJJD may withhold any amount due from the employee under (3)(A) from the employee's accrued vacation, or from any other monies other than wages, that are due to the employee at the time of separation. Any amount due from the employee in excess of the amount withheld becomes a lawful debt owed by the employee.
- (4) **Recruitment Bonuses Requested by Superintendents.**
- (A) The facility superintendent may request approval for a recruitment bonus by completing the [Recruitment Bonus Authorization Request, HR-030](#), and forwarding the form to the director of human resources.
  - (B) The director of human resources verifies whether the posted position has met the conditions for the recruitment bonus and forwards the form with his/her recommendation to the executive director for approval or disapproval.
- (5) **Processing Recruitment Bonuses.**
- (A) When making a conditional offer of employment, the human resources administrator explains the process, including the effects of not completing 12 months in the position, to the selected applicant. If both parties (TJJD and the applicant) are in agreement with the stipulations of the [Recruitment Bonus Agreement, HR-031](#), the human resources administrator obtains the applicant's signature on the agreement before the applicant's start date.
  - (B) The human resources administrator:
    - (i) ensures that all appropriate signatures are on the [Personnel Action Request, HR-002-A](#), and forwards the form to the appropriate staff in the Human Resources Department in Central Office; and
    - (ii) ensures the original HR-030 and HR-031 forms are filed in the local human resources office and copies are filed in the employee's personnel file.
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