



TRANSMITTAL MEMO

TO: TJJJ Staff
FROM: Office of the General Counsel, Policy and Standards Section
SUBJECT: PRS Transmittal
DATE: January 27, 2020

Please be advised that changes have been made to the Personnel Policy and Procedure (PRS) Manual. These changes will go into effect on **February 1, 2020**.

SUMMARY OF CHANGES

PRS.02.03 Standards of Conduct and Ethics

- Added the TJJJ ethics officer (i.e., the general counsel) and the campus shift administrator to the list of people to whom violations of the ethics policy can be reported.
- Added that the ethics officer reviews the ethics program annually.
- Deleted that there is an annual audit of the ethics program.
- Added that one of the duties of the ethics officer is to provide an annual briefing on the status of the agency's ethics program to the Executive Committee of the TJJJ Board.
- Clarified that a TJJJ employee may receive *reimbursement for other expenses* (in addition to receiving reimbursement for travel expenses and a per diem) from *another state entity or from a judicial body* only if that employee does not also receive reimbursement from TJJJ.

PRS.05.23 Recruitment Bonus

- Clarified that psychologists with a PsyD (in addition to those with a PhD) may be eligible for a recruitment bonus.
- Removed associate psychologists and chemical dependency caseworkers from the list of positions that may be eligible for a recruitment bonus.