



TEXAS
JUVENILE JUSTICE
DEPARTMENT

Administrative Directive #3 FY 2016

To: TJJJ Staff
From: David Reilly, Executive Director
Subject: Tuition Reimbursement for Employees Who Successfully Complete a Program Course at an Accredited Institution of Higher Education
Date: September 1, 2015

Effective September 1, 2015, House Bill 3337 (84th Texas Legislature) requires TJJJ to make changes to our policy on Employee Benefits: Educational Assistance Program. The changes described below take effect immediately.

Eligible Texas Juvenile Justice Department (TJJJ) employees who are seeking to obtain a degree related to the mission or needs of the agency may be granted tuition reimbursement and/or paid administrative leave to attend classes through the TJJJ Educational Assistance Program (the program). Reimbursement must be approved by the executive director of the agency or his/her designee.

This directive will remain in effect until corresponding changes are made to PRS.19.25.

A handwritten signature in black ink, appearing to read "David Reilly", written over a horizontal line.

David Reilly
Executive Director