



TEXAS  
JUVENILE JUSTICE  
DEPARTMENT

## TRANSMITTAL MEMO

TO: TJJJ Employees  
FROM: Steve Roman, Policy Coordinator  
SUBJECT: PRS Transmittal  
DATE: September 23, 2013

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Please be advised that revisions have been made to the Personnel Policy and Procedure (PRS) Manual. These changes go into effect on **October 1, 2013**.

### SUMMARY OF CHANGES:

➤ [PR-31.03](#) [Performance Evaluations](#)

Significant changes have been made to the policy and to the Standard Performance Evaluation form, [HR-900](#).

**Policy:**

- There is no longer a separate procedure and evaluation form for certain administrators and managers. They will be evaluated using the revised Standard Performance Evaluation form, HR-900.
- Employees in education positions will be evaluated six months after hire and then each June thereafter. If the six-month evaluation would occur in March, April, or May, it may be postponed until June.
- Performance evaluation due dates for all non-education positions will be six months after hire, 12 months after hire, and then yearly thereafter. Performance evaluations are no longer required six months after an employee moves into a different position.
- A supervisor may delay an evaluation if he/she has not supervised the employee for at least three months, unless it would delay a scheduled career ladder/path adjustment.
- A supervisor may provide an interim performance evaluation when:
  - an employee's performance significantly improved or declined since the last evaluation (must be at least a three-month period); or
  - the supervisor will be moving to another position or leaving TJJJ and the employee has not been evaluated in the last six months. This evaluation will be available for the new supervisor to use in developing the regular, annual evaluation.

**HR-900 Form:**

- The HR-900 no longer includes job-specific functions. All employees (except juvenile correctional officers and most education positions) will be rated on the following behavioral competencies: job knowledge, quality of work, time management, initiative, use of judgment, planning and organization, problem solving, cooperation and teamwork, and communications.
- The supervisor will rate the employee using a five-point scale and total the points to determine if the employee's overall performance is "satisfactory" or "unsatisfactory." Percentage calculations will no longer be used.
- The supervisor must describe actions an employee could take to improve his/her performance in areas rated as unsatisfactory.

➤ [Appendix A](#) [Glossary](#)

A definition of *Education Position* has been added.