

Chapter: Selection and Hiring
Title: Recruitment Bonus

Effective Date: 12/1/11
Page: 1 of 2
New

ACA Standard(s): N/A
Statute(s): Gov't Code § 659.262

(a) **Policy.**

The Texas Juvenile Justice Department (TJJD) may provide one-time recruitment bonuses in order to attract candidates for certain targeted 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 utilized, on a case-by-case basis, for recruitment in the following targeted classified positions:
 - (i) psychologists (Ph.D.) and associate psychologists;
 - (ii) directors of institutional clinical services (psychologist Ph.D.);
 - (iii) chemical dependency caseworkers (institutions & halfway houses); and
 - (iv) any position that is selected by the administrative head of the agency.
- (B) Funds must be available for a recruitment bonus.
- (C) The amount of the recruitment bonus will be determined on a case-by-case basis. In no event may the bonus exceed \$5000.
- (D) The recruitment bonus will be paid to the employee effective on his/her start date in the targeted position.
- (E) Current TJJD employees are not eligible for a recruitment bonus.
- (F) TJJD, Texas Youth Commission, or Texas Juvenile Probation Commission retirees returning to the same position are not eligible for the recruitment bonus.

(2) **Recruitment Bonus Restrictions.**

- (A) Before TJJD provides or enters into a contract to provide additional compensation to the employee, the administrative head of the agency must certify to the Comptroller in writing the reasons the additional compensation is necessary.
- (B) An employee who receives a recruitment bonus but does not complete 12 months of service in the targeted position must refund to TJJD some or all of the recruitment bonus, as specified below.
 - (i) If the employee completes less than three months in the targeted position, he/she must refund the full amount of the recruitment bonus.
 - (ii) If the employee completes at least 3 but fewer than 12 months in the targeted position, he/she must refund a prorated amount in accordance with the Recruitment Bonus Agreement.

- (C) TJJJ may withhold any amount due from the employee under paragraph (B) from the employee's accrued vacation, or any other monies other than wages, due to the employee at the time of separation. Any amount due from the employee in excess of that which can be withheld will become a lawful debt due and owing from the employee.

(3) **Recruitment Bonus Eligibility Criteria.**

The administrative head of the agency may determine a recruitment bonus is appropriate on a case-by-case basis by considering several factors including, but not limited to, the following:

- (A) criticality of the position in the operations of the agency;
- (B) evidence of a high turnover rate or an extended period of vacancy for the position; and
- (C) evidence of a shortage of qualified employees or applicants to fill the position.

(4) **Recruitment Bonuses Requested by Superintendents.**

- (A) The facility superintendent may request approval for a recruitment bonus by completing the Recruitment Bonus Authorization Request form, HR-030, and forwarding the form to the director of human resources.
- (B) The director of human resources will verify whether the posted position has met the conditions for the recruitment bonus and forward the form with his/her recommendation for approval or disapproval to the administrative head of the agency for final approval or disapproval.

(5) **Processing Recruitment Bonuses.**

- (A) Upon a conditional offer of employment and if the request for the recruitment bonus is approved, the local human resources administrator (HRA) explains the process, including the restrictions regarding termination, to the selected applicant. If both parties (TJJJ and the applicant) are in agreement with the stipulations of the recruitment bonus agreement, the local HRA will have the applicant sign the Recruitment Bonus Agreement form, HR-031, prior to the applicant's start date.
 - (B) The local HRA ensures that all appropriate signatures are on the Personnel Action Request (PAR) form, HR-002-A, and forwards the PAR to the appropriate staff in the Human Resources Division in Central Office.
 - (C) The original HR-030 and HR-031 forms with all appropriate signatures are filed in the local human resources office, and copies of these forms are filed in the employee's personnel file.
-
-