

Chapter: Salary Actions
Title: State Compensation Plan

Effective Date: 12/1/11
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New

ACA Standard(s): 4-JCF-6C-12

(a) **Policy.**

The Texas Juvenile Justice Department (TJJD) complies with all state laws and regulations established by the Texas Legislature through the current Appropriations Act and the Position Classification Plan.

The appropriate human resources office reviews individual job assignments on September 1 of each year to ensure that each position is properly classified.

(b) **Rules.**

(1) **Classification Titles.**

Article IX of the Appropriations Act lists authorized position titles in the Position Classification Plan. Each position is allocated to a specific salary group.

(2) **Salary Schedule.**

Article IX of the Appropriations Act specifies salary schedules. All compensation paid from classified salary appropriations must conform to the salary schedule. All grant positions and positions funded by any other source must also conform to the salary schedule.

(A) **Part-time Salaries.**

Salaries for part-time employees shall be proportional to the rates authorized for full-time employees.

(B) **Hourly Salaries.**

Salaries for hourly employees are equivalent to those authorized for full-time employees. If a classified TJJD position is being performed on an hourly basis, the salary will be based on its position classification. The hourly rate is determined by dividing the position's annual salary by 2,080 (number of working hours each year) and rounding down any fractions of .01. If no position classification for a particular temporary position exists, the prevailing hourly wage rates may be used. No employee shall be paid from appropriated funds and grant funds during the same month if this would result in duplication of payment for identical duties.

(C) **New Employees and Interagency Transfers.**

(i) New employees and interagency transfers may be hired at any point above the minimum of the salary group with the approval of the executive director or the deputy executive director.

(ii) Salary increases above the minimum must be submitted to the human resources director who will submit the request to the executive director or the deputy executive director.

(3) **Salary Request Above the Minimum to the Midpoint.**

Requests for salary above the minimum to the midpoint will be made to the human resources director, using the Request to Fill Position form, HR-007, accompanied by justification for the action. The human resources director will evaluate each request to ensure salary equity within the agency.

Following the evaluation, the human resources director will approve or disapprove the salary request.

(4) **Salary Request Above the Midpoint.**

Requests for salary above the midpoint must be made through the human resources director, using an HR-007 form accompanied by justification for the action. The human resources director will evaluate each request to ensure salary equity within the agency. Following the evaluation, the human resources director will submit the request to the executive director or the deputy executive director for approval.

(5) **Exceptions.**

The Appropriations Act specifies salary rates for certain positions not in the Position Classification Plan. These positions are commonly known as line item, exempt or unclassified positions. Salaries may be specifically established for each position but may not exceed the authorized rates. Salary rates will be provided by the human resources management department in central office.

(A) **Line Item Positions.**

The salaries for line item positions are specifically designated under the facility appropriations in Article II of the Appropriations Act.

(B) **Salaries for Physicians, Dentists and Certain Professional Personnel.**

Specific salaries for these positions are listed in Article II of the Appropriations Act.

(C) **Other Exempt Positions.**

The salaries for certain other exempt positions are specified by job title in the Appropriations Act.

(D) **Unclassified Positions.**

A position may be established by executive order of the governor, on request as a specific exception or exclusion to the state position classification plan. There will be written job descriptions for these positions which conform to the format of descriptions in the Position Classification Plan.

(E) **Principals, Teachers and Supervisors.**

Minimum salaries for principals, supervisors, classroom teachers or coaches are based on those specified in the Texas Education Code. Salaries above these minimums may be paid, according to those for similar positions in the public schools of the city in which the facility is located. Rates above the salaries specified in the Texas Education Code must have prior central office approval.

(F) **Temporary Workers.**

These employees are contracted through a temporary employee service.
