

Chapter: Salary Actions
Title: Equity Adjustments

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

ACA Standard(s): N/A

Statute(s): General Appropriations Act, Art. IX, Sec. 3.08

(a) **Policy.**

The Texas Juvenile Justice Department (TJJD) may award salary equity adjustments to maintain desirable salary relationships.

(b) **Definitions.**

For definitions of certain terms used in this policy, see the PRS glossary.

(c) **Procedures.**

(1) **General Provisions.**

- (A) A salary equity adjustment is not a merit salary increase or a means of rewarding or recognizing an employee's job performance, nor is it a promotion or reclassification. The sole purpose of a salary equity adjustment is to maintain equitable salary relationships:
 - (i) among TJJD employees; and/or
 - (ii) between TJJD employees and individuals who hold similar positions in relevant external labor markets.
- (B) A salary equity adjustment consists of an increase within the range of the employee's current salary group. There are no established minimum or maximum amounts for a salary equity adjustment. However, a salary equity adjustment may not result in a salary rate higher than the maximum amount for the employee's current salary group.
- (C) In determining desirable salary relationships, TJJD will consider several factors including, but not limited to, the following:
 - (i) education;
 - (ii) skills;
 - (iii) job duties;
 - (iv) related work experience;
 - (v) length of service; and
 - (vi) job performance.
- (D) Salary equity adjustments are not automatic when a salary inequity exists and eligibility requirements are met. Salary equity adjustments are considered only if funds are available.
- (E) An approved salary equity adjustment will be effective on the first calendar day of the month following approval. The adjusted salary will not be prorated or retroactive.
- (F) An employee's receipt of a salary equity adjustment does not affect his/her eligibility for a merit increase. A salary equity adjustment can be granted in combination with a merit increase if all eligibility requirements are met.

(2) **Eligibility Criteria.**

TJJD may award a salary equity adjustment only if the employee:

- (A) has worked in his/her current classified position for at least six months (including the identical state classification title);
- (B) has a current performance evaluation indicating an overall satisfactory rating; and

(C) has not received a salary equity adjustment during the current fiscal year.

(3) Salary Relationship Review and Analysis.

A salary equity adjustment must be supported by a written justification. The justification must include a review and analysis of the applicable salary relationships and demonstrate that an inequity exists.

(A) If a proposed salary equity adjustment is based on salary relationships among TJJJ employees, the review and analysis must be based on the salaries of employees in the same job classification who perform the same type and level of work.

(B) If a proposed salary equity adjustment is based on salary relationships between TJJJ employees and individuals who hold similar positions in a relevant external labor market, the review and analysis must be based on the applicable current salary relationship.

(4) Recommendation and Approval Process.

(A) To recommend a salary equity adjustment, the appropriate manager must:

- (i) obtain written verification (e.g., email) from the appropriate budget approval authority that funding for the adjustment is available;
- (ii) complete a Personnel Action Request (PAR) form, HR-002-D;
- (iii) attach to the PAR the written verification from the appropriate budget approval authority, a written justification as described in (c)(3), and the employee's current performance evaluation; and
- (iv) submit the PAR packet to the director of human resources or designee for review and approval.

(B) The manager may not notify the employee of the recommendation for a salary equity adjustment until the recommendation has been approved.
