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| Chapter: Salary Actions             | <b>Effective Date: 12/1/13</b><br>Page: 1 of 3<br>Replaces: PRS.15.07, 7/1/12 |
| <b>Title: Career Path Positions</b> |                                                                               |
| ACA: N/A                            |                                                                               |

(a) **Policy.**

- (1) The Texas Juvenile Justice Department (TJJD) may establish a [career path](#) for positions requiring specialized skills when doing so is in the agency's best interests.
- (2) Career paths are designed to enhance:
  - (A) recruiting entry-level applicants or applicants with moderate training or experience in a specialized area; and
  - (B) retaining employees as they gain the ability to perform more complex, advanced duties with less supervision.

(b) **Applicability.**

- (1) This policy applies only to career paths established by TJJD in accordance with this policy.
- (2) This policy does not apply to the juvenile correctional officer career ladder. (See [PRS.15.08.](#))

(c) **Definitions.**

See the [PRS Glossary](#) for definitions of certain terms used in this policy.

(d) **General Provisions.**

- (1) The List of Approved Career Paths form, [HR-324](#), identifies the [job classifications](#) approved as career paths (e.g., teacher aide I / II / III). In addition, the job descriptions for these positions note that the job classification has been established as a career path.
- (2) A career path remains in effect until it is rescinded by the executive director. When a career path is rescinded, employees currently in the career path who have not reached the highest career path level will be "grandfathered." This means they will still be eligible for promotions up to the highest career path level after meeting the criteria established by this policy.
- (3) A [career path promotion](#) occurs on the first day of the month after the employee's eligibility for a promotion has been verified.
- (4) If the employee is in on unpaid leave on the first day of the month, the career path promotion is delayed until he/she returns to work. If the employee is on unpaid leave for less than a calendar month, the delay will not affect eligibility dates for future career path promotions.
- (5) A full calendar month of unpaid leave, other than unpaid military leave, does not count toward the experience requirements for a career path promotion.

(e) **Criteria for a Career Path Promotion.**

An employee must meet the following requirements to receive a career path promotion.

(1) **Experience and Education.**

The employee must meet the experience and education requirements listed in the job description.

(2) **TJJD Training Courses.**

The employee must have successfully completed all required TJJD training courses.

(3) **Performance Evaluation.**

The employee must have a [current, satisfactory performance evaluation](#). If the only reason for a delay in a career path promotion is an unsatisfactory performance evaluation, the employee receives the career path promotion when he/she receives a satisfactory evaluation.

(4) **Disciplinary Action.**

(A) The career path promotion is delayed if the employee:

- (i) has a disciplinary action pending final approval;
- (ii) is on disciplinary probation; or
- (iii) served disciplinary probation while at his/her current career path level.

(B) If the only reason for a delay is a pending disciplinary action, the employee will receive the promotion retroactive to his/her original eligibility date if:

- (i) the recommended disciplinary action is dismissed or results in a reprimand; or
- (ii) a pending grievance or independent dismissal mediation results in the dismissal of the disciplinary action or a reprimand.

(C) A delay period resulting from disciplinary probation:

- (i) equals the total number of disciplinary probation months served by the employee while at his/her current career path level; and
- (ii) begins only when the employee meets all other eligibility criteria, including no longer being on disciplinary probation and not having any pending disciplinary actions.

(f) **Procedures.**

(1) **Establishing a Career Path.**

(A) A recommendation to establish a career path for specific job classifications may be made by:

- (i) the human resources director; or
- (ii) the appropriate [department head](#) or [division director](#) in the chain of command for the job classifications by submitting the recommendation to the human resources director.

(B) The human resources director submits the recommendation to the chief financial officer and executive director.

(C) A career path may include fewer levels than the number available in the [job classification series](#).

(D) If the executive director approves establishing a career path, appropriate Central Office Human Resources staff revise job descriptions to identify the:

- (i) job classification levels within the career path;
- (ii) progressive responsibilities of each job classification level; and
- (iii) objective, job-related experience and education required for promotion within the career path.

**(2) Processing a Career Path Promotion.****(A) Employee's Responsibilities.**

If an employee must obtain a certification or license before being promoted to the next career path level, the employee must provide written notification to his/her supervisor and the local human resources administrator (HRA) when he/she obtains the certification or license. Career path promotions will not be backdated to be effective before notification is received.

**(B) Supervisor's Responsibility.**

The employee's supervisor is responsible for:

- (i) coordinating with the local HRA within two weeks after the employee meets the experience and education requirements for a career path promotion to:
  - (I) determine whether the employee meets all other criteria; and
  - (II) complete a Career Path Promotion Approval Notification form, [HR-325](#), or a Career Path Promotion Delay Notification form, [HR-326](#); and
- (ii) providing a copy of the HR-325 or HR-326 form to the employee and, if applicable, discussing the reasons for any delay.

**(C) Local HRA's Responsibility.**

- (i) The local HRA helps the employee's supervisor determine whether an employee is eligible for a career path promotion.
  - (ii) If the employee is eligible, the local HRA:
    - (I) processes a Personnel Action Request – Position Change form, [HR-002-C](#), with "career path promotion" noted in the comments section; and
    - (II) attaches a copy of the supporting HR-325 form to the HR-002-C form.
  - (iii) The local HRA ensures the original HR-325 or HR-326 form is filed in the employee's personnel file.
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