



TRANSMITTAL MEMO

TO: TJJJ Staff
FROM: Office of the General Counsel, Policy and Standards Section
SUBJECT: PRS Transmittal
DATE: July 14, 2022

Please be advised that changes have been made to the Personnel Policy and Procedure (PRS) Manual. These changes will go into effect today, July 14, 2022.

SUMMARY OF CHANGES

PRS Appendix D Youth Development Coach Career Ladder: Pay Levels and Service Substitutions

- Updated the monthly salaries to reflect the new pay levels that were recently announced.
- Added a separate column for monthly salaries for coaches assigned to a Mental Health Treatment Program, Crisis Stabilization Unit, or Behavior Stabilization Unit.
- Added a note explaining that advancement to Senior Coach V positions is through the competitive selection process.
- Added a note that includes the actual effective date of the changes in the coach salary levels, which is not the same as the effective date of PRS Appendix D.
- Added a note clarifying that the salaries listed are for full-time employees. Part-time employees will receive a proportional salary based on the regularly scheduled number of hours.
- Added that completing the Texas Model Champion Certification provides for promotion/advancement on the coach career ladder up to three months early (one time only).
- Added that only one service substitution is allowed.
- Removed the restriction on eligibility for TJJJ service substitutions for military members on active duty.