

Salary Adjustment - Directed

2024-2025 Biennium

Effective date 09/01/2023

Latest Revision - New

I. GRANT DESCRIPTION.

- A. **Description.** The Salary Adjustment grant provides funding to juvenile probation departments in the amount of \$3,000.00 or 5 percent, whichever is higher, plus up to 20 percent for fringe benefits, for base salary adjustments for juvenile probation officers, juvenile supervision officers, supervisory administrators, and chief juvenile probation officers.
- B. **Goal.** The goal of the Salary Adjustment grant is to reduce delinquency, increase offender accountability, and rehabilitate juveniles through a comprehensive, coordinated, community-based juvenile probation system.
- C. **Objective.** The objective of the Salary Adjustment grant is to supplement juvenile probation officer, juvenile supervision officer, chief juvenile probation officer, and supervisory administrator salaries in order to increase the retention of these officers / employees.

II. GRANT-SPECIFIC DEFINITION. For the purposes of this grant:

- A. **Annual Base Salary.** A position's yearly base compensation without additional benefits such as longevity, allowances of any kind, or other types of supplements as of the January 2023 pay period.
- B. **Chief Juvenile Probation Officer.** A person who is a chief administrative officer, as defined in Title 37, Texas Administrative Code §344.100.
- C. **Full-time.** An employee who works a minimum of 35 hours per week or who is classified as full-time according to probation department policies.
- D. **Juvenile Probation Officer.** An individual whose certification and primary job duties conform with Title 37, Texas Administrative Code §344.100.
- E. **Juvenile Supervision Officer.** An individual whose certification and primary job duties conform with Title 37, Texas Administrative Code §344.100.
- F. **Supervisory Administrator.** An individual other than a chief juvenile probation officer who supervises certified juvenile probation officers or juvenile supervision officers as their primary job assignment.

III. PROGRAMMATIC COMPONENTS.

- A. **Eligibility Requirements.** The Grantee shall ensure only officers/employees meeting the following eligibility criteria receive the salary adjustment funds.
 1. **Effective Employment Date.** Officers / employees meeting the eligibility criteria listed in Section III (A) and employed as of July 1st prior to the beginning of the biennium.
 2. **Active Certification.** For those positions requiring certifications, the officers shall have an active certification issued by TJJD or be completing certification within the first 180 days of hire. An officer shall maintain an active certification and meet the certification status requirements set forth in TJJD's administrative standards in order to be eligible for a salary adjustment under this grant.
 3. **Multiple or Dual Departments.** A full-time officer / employee eligible for the salary adjustment and employed by multiple or dual (adult and juvenile) departments shall receive the salary adjustment based on total salary from all sources. The salary shall then be disbursed from each department on a proportional basis.
 4. **Primary Assignment.** The juvenile probation officer, juvenile supervision officer, chief, or supervisory administrator shall be assigned to those job duties that relate to the position. Holding an eligible certification but not being assigned to those job functions as the primary job duty does not make the employee eligible to receive a salary adjustment under this grant.
 5. **Ineligible Certification Status.** The following certification statuses, as defined in Title 37, Texas Administrative Code §344.866, are not eligible for salary adjustment funds:

Summary of Grant Requirements

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- a. expired, except when TJJD has approved a renewal extension in accordance with TAC §344.870;
 - b. inactive;
 - c. suspended;
 - d. revoked; or
 - e. voluntarily relinquished.
- B. **Documentation.** Documentation for all positions receiving funds under this grant shall be maintained online where specified by TJJD, as well as by the Grantee, is subject to review by TJJD during on-site monitoring visits or upon request, and shall include:
- 1. employee number;
 - 2. position title;
 - 3. employment status (filled and full-time equivalency in quarter hour increments);
 - 4. certification status; and
 - 5. annual base salary at the time the grant request was initiated.
- C. **Performance.** Performance measures are captured by TJJD each fiscal year and will be used to determine continued funding. Grantee performance under this grant shall be determined using the following measures:
- 1. number of total Grantee positions receiving grant-funded salary adjustments;
 - 2. number of months during the fiscal year each position receiving a grant-funded salary adjustment was in compliance with grant-eligibility requirements;
 - 3. number of months positions receiving grant-funded salary adjustments have been filled during the fiscal year; and
 - 4. number of positions filled after receiving grant-funded salary adjustments.

III. FINANCIAL COMPONENTS.

- A. **Grant Allocation.** TJJD shall allocate funds for this grant based on filled positions reported to TJJD prior to the fiscal year 2024-2025 biennium, including:
- 1. the amount of \$3000 or 5% of base salary, whichever is higher, for each reported position; and
 - 2. up to 20 percent of the base salary allocation for payroll-based benefits for each position, with the actual percentage based on available legislative appropriation.
- B. **Use of Salary Adjustment Funds.** The Grantee shall use funding provided under this grant to adjust upward the salaries and fringe benefits of eligible personnel in accordance with the following provisions:
- 1. **Local Policy.** Funds allocated under this grant shall be distributed in accordance with Grantee's local employee compensation and fringe benefits policy and procedures and the provisions of this grant contract.
 - 2. **Equal Application.** The Grantee shall ensure salary adjustments made under this grant are applied equally to all employees in any one of the designated eligible job classifications and are not based on merit criteria.

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3. **Insufficient Funding.** In the event grant allocations are insufficient to fund all salary adjustment expenses, the Grantee may request TJJD approval to limit salary adjustment or fringe allocations under this grant, provided such limits:
 - a. are equally applied to all positions in any one of the designated eligible job classifications;
 - b. do not reduce previous salary adjustments given under this grant;
 - c. cap each eligible employee's maximum salary adjustment at \$3000 or 5% of base salary, whichever is higher, at the beginning of each fiscal year; and
 - d. proportionally reduce all of the Grantee's eligible job classifications unless the Grantee provides documentation supporting that the Grantee's individual recruitment and retention needs are best met by disproportionate application of the allocated salary adjustments.
 4. **Surplus Funding.** In the event allocations under this grant are not fully expended for salary and fringe of filled positions, the Grantee may use any remaining funds to assist with additional fringe expenses, other grant-eligible positions, and/or recruitment and retention initiatives.
- C. **Financial Match Requirements.** The Grantee shall ensure county funding for salaries is not decreased or supplanted by funding received under this grant. The Grantee shall maintain documentation sufficient to demonstrate that the amount of local county funds expended for probation department salaries in each fiscal year is equal to or greater than salary expenditures in fiscal year 2023.

IV. REPORTING

- A. **Quarterly Reports.** The Grantee shall submit quarterly expenditure reports for this grant in accordance with due dates provided in the State Aid and Targeted Grants contract.
- B. **Other Reports.** The Grantee shall submit the following reports electronically and in a manner directed by TJJD:
 1. A listing of grant-eligible positions shall be submitted no later than July 15th prior to the beginning of the biennium. A failure to submit the report by the due date may result in funds not being allocated.
 2. Grant performance measures shall be submitted no later than October 1st of each fiscal year for the prior fiscal year's performance.

V. CONTRACT APPLICABILITY.

Grantee shall be bound by the duties, responsibilities, and requirements of each part of the State Aid and Targeted Grants Contract. If a provision contained in the General Grant Requirements of that Contract conflicts with a provision in this Targeted Grant, this Targeted Grant provision controls.