



## Transmittal Memo

**TO:** TJJJ Staff  
**FROM:** Policy and Standards Section  
**SUBJECT:** PRS Transmittal  
**DATE:** September 2, 2025

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Please be advised that changes have been made to the Personnel Policy and Procedure (PRS) Manual. These changes are effective immediately.

### SUMMARY OF CHANGES

#### **PRS.01.00 At-Will Employment**

- Made minor stylistic and grammatical corrections.

#### **PRS.35.01 Disciplinary Action**

- Removed the *Additional Resources* subsection because:
  - PRS.35.03 is mentioned elsewhere in the policy; and
  - PRS.35.06 will no longer include procedures for independent dismissal mediation.

#### **PRS.35.03 Employee Grievances**

- Removed requesting independent dismissal mediation as an option for employees whose employment was terminated for disciplinary reasons.
- Removed other references to independent dismissal mediation.
- Clarified that issues that are grievable under this policy include disciplinary actions and other forms of adverse personnel action (subject to the limitations in the list of non-grievable issues and limitations established by TJJJ polices relating to administrative separation *and termination for failure to have a negative drug test*).
- Clarified that an *attorney in the Office of General Counsel* (rather than an *administrative law judge*) is the person responsible for completing various steps in the grievance process.
- Clarified that, with regard to employee access to evidence, audio and video recordings containing confidential information are not to be released to the employee but are made available for review *if necessary as part of the grievance process*.
- Removed two references to the Employee Relations Department.
- Clarified that a grievance decision properly addressed to the employee's address of record will be presumed to have been received on the date of actual receipt or ten calendar days after mailing, whichever is earlier.

#### **PRS.35.06 Mediation**

- Removed that TJJJ offers independent dismissal mediation to former employees whose employment has been terminated through the disciplinary process by a disciplinary decision authority other than the executive director.

- Removed the procedures related to independent dismissal mediation.
- Removed *senior agency official* from the list of definitions, a term that appeared only in the context of independent dismissal mediation.

**PRS, Appendix A      Glossary**

- Revised the definitions for *alcohol*, *career ladder salary adjustment*, *deferred adjudication*, *employee mediation*, *mediation agreement*, *official investigation*, and *reassignment*.
- Removed the definitions for *independent dismissal mediation* and *mediation*.
- Made other minor revisions throughout.

**PRS, Appendix B      Employee Handbook**

*Note: Only one page of the Employee Handbook was affected, so only that page is included in this email.*

- Removed independent dismissal mediation as an option in the disciplinary process.

**PRS, Appendix D      Juvenile Correctional Officer Career Ladder: Pay Levels and Service Substitutions**

- Updated the JCO career ladder with the correct salaries.