

	TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Department Directive	D2017-008
	Transition to 48/96 Schedule and Elimination of Kelly Days	Effective: 9/11/2017
		Rescinds: na
		From: BC Poole

At the last staff meeting the subject of Kelly days and a 48/96 work schedule was discussed and there was widespread support amongst the membership to pursue eliminating the Kelly day and investigating a transition to a 48/96 schedule. These two items were discussed again at a recent officer’s meeting and Chief Barron made the decision to move ahead with both of these items. Several adjustments to the employee handbook are being prepared to go to the ESD Board for their approval that will adjust language in the handbook to accommodate these changes.

The elimination of the Kelly day will mean that under the current 24/48 schedule, any productive time above 106 hours in a 14-day pay period will be eligible for overtime pay. Members will work either 104, 112, or 120 hours in a 14-day pay period depending on their shift and where that shift falls in the cycle.

24/48	Shift on duty at midnight of the beginning of pay period cycle	104 hours
	Shift coming on duty on the first day of the pay period	120 hours
	Shift coming on duty the day after the beginning of a pay period	112 hours

The last pay period for the Kelly day schedule will be the period ending September 29th, 2017. The C-shift Kelly cycle runs from September 12th through October 1st. C-shift will utilize or work their Kelly days in accordance with current policy. Potential overtime earned in the 9/12 through 10/1 work period will be paid after the pay period ending October 13th in accordance with current policy. After October 1, Kelly shifts will be discontinued and overtime payments will be based on a 14-day/106 hour work period.

The transition to a 48/96 schedule will begin at 0800 on November 11th, 2017 when the B-shift comes on duty. Their shift will end at 0800 on November 13th. With no Kelly days and a 48/96 schedule, we will be operating on a 14-day work cycle that mirrors the department’s 14-day pay periods. As stated above, any productive hours above 106 in a pay period will be paid at the overtime rate. Hours per pay period per shift will be 96, 104, or 136 on a 48/96 schedule depending on how the shift falls in the cycle.

48/96	Shift on duty at midnight of the beginning of pay period cycle	104 hours
	Shift coming on duty on the first day of the pay period	136 hours
	Shift coming on duty the day after the beginning of a pay period	96 hours

The online calendar in the members-only section of tcesd5.org has the 48/96 schedule posted along with the 24/48 schedule to assist members with coordinating planned leave and expected work schedules as we enter the holiday season.

In the weeks to come, we will be rolling out some additional policies and rules on how this new schedule will be managed for issues such as daily chores, requesting leave, and other staffing rules. There will be further details available at the upcoming October staff meeting.

Questions and comments may be directed to Chief Poole.