

	TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Department Memorandum	M2017-010
		Effective: 11/14/2017
	New Staffing Policy	Expires: n/a
		From: C. Poole

Policy E101 – Operations Staffing is now in effect. All shift, full-time, part-time, and volunteer personnel should become familiar with this policy. Below are some highlights of the procedures establish by this policy:

- Although 3-person staffing is permitted under very specific conditions, the first preference is to make arrangements to maintain 4-person staffing (Sec III.B.2)
- There should only be 2 full time members schedule off at the same time (Sec III.C.1)
- A request for PTO made within 96 hours of the shift it is intended to be taken may be granted if coverage found; otherwise, the request is denied. (Sec III.C.2)
- There is typically a 2-hour window for personnel to respond to vacancy requests. If a member has to leave during their shift, the shift will be filled based on how quickly the position can be filled and 4-person staffing restored. (Sec III.C.6)
- When a vacancy needs to be filled, the on duty officer is responsible for sending out the notice and applying the rules of this policy to fill the vacancy. (Sec III.C.3)
- Filling vacancies shall involve these considerations: (Sec III.C.5)
 - First preference is to fill the vacancy with a qualified part-time member (this includes hiring a part-timer to fill a lower role and riding up a full time member higher-class if needed)
 - If no qualified part-timer is available, a full-time member may be used
 - If no full-time or part-time member is available, a volunteer member may be used
 - In considering who to hire, a member should not be scheduled to work more than 72 hours (This is a change from the draft policy – this does allow for a member to work past their assigned shift 24 hours or to come in 24 hours early before their assigned shift)
 - If multiple persons apply for a vacancy with the same level of preference, there is a tie break process that the officer shall apply to assign the vacancy
- This policy includes a section on trades: (Sec III.D)
 - First preference is to trade with the same rank and avoid situations where a trade can result in a lack of qualified personnel on a shift (2 FFs, a Driver, an Officer)
 - A member is limited to a maximum of 96 hours of trade debt and 48 hours to one individual
 - Trades must be completed (both halves worked) within 180 days of the date of first half
 - Failed trades will result in a member owing the department time that will be scheduled at the department’s discretion

As mentioned above, this memo only touches on the highlights of the policy. All members need to review this policy for additional material as well as additional details on the items listed above.