

	TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Department Memorandum	M2021-003
	ESD5 Employee Handbook Updates	Effective: July 26, 2021
		Expires:
		From: Chief Barron

Travis County Emergency Services District #5 Employee Handbook Revisions

Effective July 26, 2021

Changes/Updates from 11/2017 Version

- Introduction – updated policy references
- Introduction - Updated History/Taxable Value
- Organizational Chart – Updated
- 1.1.2.1 –
 - Full Time regular employees defined as working 40 hour work week
 - Part-Time regular employees work less than 40 hours a week
- 1.1.2.2 – removed volunteer type status
- 1.2.1 – Changed “Anniversary Date” to Hire Date
 - Hire date is first date on reporting to work.
 - For part time personnel – hire date is after completing all portions of hiring process and Chief approves for duty
- 1.2.2 – Clarifies hiring process may include PAC test, written test, skills exam, interview board, Chief’s interview, medical evaluation, drug screen, background check, and psychological evaluation.
- 1.2.3 – Added “The Handbook does not create a contract, either expressed or implied, between you and the District.”
- 1.2.5 Hours of Operation – changed administration office hours from 09:00 to 17:00
- 1.2.6 Criminal History – removed “criminal history and driving record” to just “pre-employment background check” (to be more inclusive of other background checks which could be performed)
- 1.2.11 Harassment Policy – Added “The district accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. The district will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed against them.”
- 1.2.17 – Outside Employment – Added “If you are thinking of taking on a second job, you must notify your supervisor immediately. He or she will thoroughly discuss this opportunity with you to make sure that it will not interfere with your job with us. If your outside employment is deemed to not adversely affect your work here, the Chief will approve you having a secondary position while with us.”
- 1.2.19 – Removed some language that is spelled out in policy
- 1.2.20 – Added “Any and all mail received by the district is subject to being opened, time/date stamped, and routed to the addressee.”
- 2.3 – Replaced “indefinite suspension” with “termination”
- 2.33 – removed reference of volunteer
- 2.1.1 – changed “indefinite suspension” to “termination”

- 3.1 – Added “Reimbursements to an employee must be pre-approved unless it is an emergency expense related to the operations of the department. An employee shall submit a reimbursement form within 60 days of the transaction in order for it to be reimbursed.”
- 3.1.2 –
 - Removed reference to Response Incentive Program
 - Defined Higher Class
 - Individual performance – changed overall performance rating influencing wage/salary adjustments will be applicable to administration personnel.
 - Added:

Education and Special Certification Incentives – Non-Exempt Employees

Travis County ESD#5 recognizes that some personnel have special talents and skills which may benefit the department in it’s response and community service. TCESD#5 would like to recognize those individuals who work for the department in a full time capacity.

Incentives rates are per year and will be an additional per pay check line item.

Incentive details and rates will be based on the yearly budget and will be detailed in a memo to staff.

- 3.2 – Call Back Procedure – clarified “Occasionally, you may be asked to return to work after you have left the premises for the day. If this occurs, you will be guaranteed a minimum of two hours of pay. Your timesheet will be credited 1.5 hours for each hour you actually work over 53 hours per week, with a minimum of 2.0 hours.

Call Back will be initiated by a Chief Officer or Officer assigned to the Battalion. A district e-mail blast or other notification system tool will be used to send out an announcement regarding the staffing needs and for what reason.

- 3.7 Overtime Pay

Added: For non-exempt employees, it is the employee’s responsibility to cease working and clock out after working eight (8) hours in one day, unless overtime authorization from a supervisor has been obtained. Failure to follow the overtime policy will be considered insubordination and grounds for disciplinary action up to and including termination. Even though the employee may be subject to discipline for working without authorization, the time spent is compensable working time.

Exempt employees, as defined by federal and state laws, may have to work hours beyond their normal schedules, as work demands require. No overtime compensation will be paid to exempt employees. Rather, exempt employees are paid a pre-determined salary that is intended to fully compensate them for all hours worked.

- 3.7.1 Calculation of Overtime Pay – added “Overtime pay for administrative staff, will only be allowed with prior supervisor approval. If a holiday should fall within the pay period and extra hours are worked, the pay will be at straight pay for any hours below the 8-hour holiday pay.”

- 3.8.1 Incidental Overtime – Further clarified and referencing staffing policy:

Incidental overtime is not scheduled. It becomes necessary in response to extenuating circumstances. It is extra time needed to complete work normally completed during regular

hours. Incidental overtime may become necessary when an illness or emergency keeps co-workers from being at work as anticipated. It may require you to return to the workplace for emergency work. The opportunity to perform incidental overtime will be in accordance with Policy E101, Staffing.

- 5.2 Absence or Lateness – clarified – “If you cannot make your shift due to sickness, part-timers facing mandatory commitments from Full-time shift work, required training or an emergency; you must contact the Officer on duty or individual working Higher Class immediately, followed by you attempting to find a replacement. It will be both you and the Officer on duty’s or Higher Class’ responsibility to ensure replacement personnel are identified and enroute to fill the empty slot, or on-duty personnel are hanging over to cover the shift.”
- 5.2.1. Time-Off Requests – updated to match E101 Staffing policy – reference 96hours prior
- 5.5 – Excessive Absenteeism or Lateness – removed “Other factors, like the degree of lateness, may be considered”
- 6.4 Holidays – Removed reference to volunteer employees
 - Added “Administrative staff: Administrative staff will receive holiday pay at their regular pay rate. If a holiday falls on a weekend, the staff member will take the Friday or Monday around the holiday off.
- 6.5 Amount of Personal Time Off – removed reference to part time personnel receiving PTO
- 6.5.1 – removed reference to Kelly Days
- 6.5.2 – PTO Policies - clarified – “If you are an hourly temporary employee or part time employee, you are not eligible for PTO.”
- 6.6.1 Funeral Leave – clarified one day (24 hours)
- 6.7.1 Leave of Absence – language stands as is for FMLA leave
- 7.3- changed to Vision Insurance / Dental Insurance
- 7.6.1 – removed reference to volunteer employee
- 10.34 changed “Smoking” to “Smoking/Chewing Tobacco” - Changed language to “Smoking/Chewing Tobacco is not permitted on ESD property. The property has been designated a “Tobacco-Free” workplace.”