

	TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Department Memorandum	M2022-002
		Effective: 1/24/2022
		Expires: N/A
	Training Time Coding & Time Keeping Clarification	From: C.Barron

A recent review of our time keeping and pay practices by legal staff have resulted in the following changes:

Training Time Coding

Any personnel being sent to mandatory or voluntary training will code such training to the Training category within our scheduling software and will receive pay ONLY for those training hours at the normal hourly rate or overtime rate if it applies. An employee who is attending training during his/her normal shift will be put on “training” and the shift may/may not be filled depending on staffing levels. If the training is held during normal business hours, the employee may decide to come back to the station to work the overnight shift if desired. Otherwise, the time off will be coded as PTO or leave without pay.

Time Keeping

TCESD5 will be implementing a time keeping system to better account for personnel’s time while on duty. Personnel will be required to account for their time arriving and leaving for a shift. An employee should clock in/out as close as possible to the start/end of his/her shift time however, if an employee arrives early and starts work, they are expected to clock in.

Personnel will go to <https://scheduling.esosuite.net/EPS/main/TimeClock.ashx?DB=tcesd5>, login with their username/pin at the beginning of their shift and end of their shift to appropriately document their work time. If an individual forgets to login in/out, standard 48 hour pay per shift will result.

Thursday, December 23rd, 2021
12:17:08
 Location: Test

IN
OUT

CLEAR

Login to link accounts and create PIN

Travis County ESD #5/Manchaca Fire/Rescue

Notifications

Please check your time cards every week.