

	TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Department Memorandum	M2023-002
		Effective: 5/24/2023
	Training Time Coding / Transfer Requests	Expires: N/A
		From: C.Barron

A review and update to the wording of M2022-02 for training time coding:

Training Time Coding

Any personnel being sent to mandatory 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.

Transfer Requests

With recent changes in a couple of our shifts, the opportunity for shift changes arises.

Full time personnel that may have an interest in transferring shifts should submit an email to Captain Braumuller by end of business (1700 hrs.) on Friday, June 9, 2023. Granting of transfer requests are at the discretion of the Chief and several factors are considered including input from Company Officers.