

	<b>TRAVIS COUNTY ESD #5</b> <b>MANCHACA FIRE RESCUE</b> <b>Department Memorandum</b>	<b>M2023-003</b>
	ESD5 Employee Handbook Updates	Effective: October 1, 2023
		Expires:
		From: Chief Barron

**Travis County Emergency Services District #5 Employee Handbook Revisions**

**Effective October 1, 2023**

**Changes/Updates from 9/2022**

Introduction – cleaned up language

Benefits – Added longevity pay, 48/96 hour shift schedule, competitive market pay scale

P12 – update org chart

1.1 Personnel Administration – updated language

1.2.1 – Hire Date

Added: For personnel that have transitioned from part-time to full-time staff, your anniversary date will be that of your initial hire date as a part-time member.

6.4 - Holidays

Added: Veteran’s Day, Martin Luther King Jr. Day, President’s Day, Emancipation Day, Day after Thanksgiving

Removed: Easter

7.2.1 Added Short Term Disability to district covered disability insurance.