

	TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Department Memorandum	M2024-004
		Effective: 2024
	Handbook Changes	Expires: NA
		From: C Barron

The following changes have been made in the Personnel Handbook:

Travis County Info – Updated fleet info, call volume, tax base, staffing.

Organizational Chart Update

3.3 Deductions from Paycheck (Mandatory)

Change to optional deductions for Social Security withholding

3.5 – Change to “PayCheck Preview/Discrepancy Notice”

Add: TCESD5 currently uses a payroll system that allows you to view your upcoming paycheck and make notices to administration if errors are noticed. Payroll preview typically goes out the Friday of the end of the pay period thus allowing personnel 48 hours to report any potential errors to Administration. Notice must be given prior to Monday at 8am of pay week in order for any changes to be researched/changed

3.6 Full and Part-Time Personnel

Updated wording for reviewing time on schedule and confirming entries

3.7 Overtime Pay

Remove “Clock Out”

3.7.1 Calculation of Overtime Pay – Updated all language based on FLSA and legal advice

5.1.2 Staffing – Change “5” to “6”

5.2 – Change “notify the Chief” to “Notify the Captain or Chief”

5.2.1 – Change “notify the Chief” to “Notify the Captain or Chief”

5.7 – removed language regarding food storage

6.1 Holidays – updated language for personnel who work on a holiday

6.1.2. PTO Policies – updated language

The District will exercise reasonable efforts to accommodate your request for PTO based upon the manpower needs of the District. However, if you are a temporary hourly employee or a part-time employee, you are not eligible for PTO.

You may not take PTO that exceeds your accrued balance. A maximum of 264 hours of PTO can be rolled over per year. If you accrue more than 264 hours, you must either use the excess hours before the end of the year or forfeit them. Any advanced PTO taken but not yet earned at the time of termination will be deducted from your final paycheck.

If you are on an approved leave of absence for less than thirty days, your PTO eligibility will remain unaffected. However, if your leave extends beyond thirty days, PTO will not continue to accrue.

6.1.3. Paid Time off Accumulation Rights

Paid Time Off (PTO) can be accumulated from year to year. PTO is earned based on hours actually worked and is not accrued for holidays, vacation days, or other PTO hours. You may roll over a maximum of 264 hours of PTO each year.

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Change 6.7.2 Disability Leave of Absence to focus just on disability

Add: 6.8.0 – Paternity Leave

7.1 Group Insurance – Add “Dental and Vision”

7.6.3 – Social Security – change must to “may”

10.1. Communications

Email communication is the primary and preferred formal communication tool for department communications. Personnel are required to check and read their FD work emails at least at the beginning of a shift and end of a shift. Personnel who elect to receive or check their emails while off duty will not be compensated since it is not required.

10.33 – removed language for “Officer of the Year and Medical Responder of the Year”