

	TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Department Memorandum	
	M2025-002	
	Effective: 2025	
	Expires: NA	
Handbook Changes		From: C Barron

After extensive review by another legal counsel that has specifically worked on other ESD's personnel handbooks including TCESD6 and TCESD9, he has updated a lot of the handbook to include updated language based on law and practice.

The following major changes have been made in the Personnel Handbook:

- Updated Table of Contents
- Updated formatting
- Verbiage related to exceptional performance and possibility of additional pay based on yearly budget, etc.
- Updated hours for PTO for administrative personnel based on common practices
- Creation of a Sick Leave Pool
- Updated language for PTO accumulation
- Updated language for Leave of Absence and FMLA leave
- Updated language/timeframe for extended leave of absence and maximum duration of absence for employment status
- Updated language for trade request and the return of trade.
- Language for attending seminars and potential agreements for specialized training and paybacks.
- Language for traffic violations, timely reporting and consequences of not reporting
- Language for Whistleblower policy