

**ORDINANCE NO.  
1585**

**AN ORDINANCE OF THE CITY COUNCIL AMENDING ORDINANCE  
1493 APPROVING AND ADOPTING CORRECTIONS TO THE CITY OF  
LLANO PERSONNEL POLICY MANUAL AS PREPARED BY THE CITY  
STAFF; REPEALING ALL OTHER ORDINANCES OR PORTIONS  
THEREOF IN CONFLICT.**

**WHEREAS** The City Staff have prepared and submitted to the City Council a Personnel Policy Manual designed to bring to the City of Llano a high degree of understanding, cooperation, efficiency, and unity through systematic, uniform application of modern personnel practices; and

**WHEREAS** Clarifications to Chapter I, Section 2 Llano Employment Policy states, "An affirmative action plan shall be developed and maintained to foster equal employment in the City service" and excludes the prohibition of discrimination based upon race and religion, yet this is not the standard practice of the city;

**WHEREAS** Clarifications to Chapter II, Sections 7, Chapter XIV, Section I Llano Employment Policy states, "City Secretary" , yet this is not the standard practice of the city;

**WHEREAS** Clarifications to Chapter II, Section 9 Llano Employment Policy states, "Public Works Director, Community Development Director" , yet this is not the standard practice of the city;

**WHEREAS** Clarifications to Chapter VII, Sections 7 Llano Employment Policy states, "If approved in the annual budget, eligible employees shall receive funds in a Health Reimbursement Account (HRA). City contribution rates will be dictated by the annual budget. Eligibility for HRA funds shall support an employee wellness program." , yet this is not the standard practice of the city;

**WHEREAS** Clarifications to Chapter VII, Sections 7 Llano Employment Policy fails to state the definition of a regular full-time employee; yet this is not the standard practice of the city;

**WHEREAS** Clarifications to Chapter VIII, Sections 5 Llano Employment Policy states, "Applicable programs.", "from the date of lost time" , yet this is not the standard practice of the city;

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LLANO, TEXAS:**

**Chapter I, Section 2** should hereby read as follows:

The City of Llano is an equal opportunity employer. Discrimination against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, marital status, disability, or other protected status under applicable federal, state or local law is prohibited. Discrimination on the basis of age, sex, race, religion or disability is prohibited except where specific age, sex, or other requirements constitute a necessary occupational qualification for proper and efficient administration. Any employee who feels he/she has been improperly discriminated against may appeal in accordance with the procedures specified in Chapter XI;

**Chapter II, Section 7** should hereby read as follows:

Only City applications received by the Human Resources Manager with the applicant's physical or digital signature shall be considered. Information submitted in connection with application for City employment is subject to verification. The City Manager or his/her designee may require supplemental information relevant to an applicant's qualifications as appropriate. Police personnel should also refer to Section 100.29 of the Police Department General Orders Manual and the Standard Operating Procedures concerning the application and hiring process.

**Chapter XIV, Section 1** should hereby read as follows:

The Human Resources Manager shall maintain the official personnel files for all City employees. Unless otherwise provided by law, personnel files and information shall be confidential and may not be divulged for purposes not connected with the City personnel management system except with the permission of the employees involved. Nothing herein shall prevent the compilation and use of impersonal statistical information. An employee shall have the rights of inspection of his/her official personnel file under procedures prescribed by the City Manager and in accordance with applicable law. Personnel files are the property of the City of Llano.

**Chapter II, Section 9** should hereby read as follows:

An interview committee may be created to conduct interviews of prospective applicants

for a department head position. The committee may be comprised of the City Manager, Mayor, and two (2) City Council members appointed by the City Council. When interviewing for the position of Chief of Police, the committee may include two (2) additional members appointed by the City Manager - one from a law enforcement background and one from the Llano community. The committee shall make recommendations regarding applicants for a department head position to the City Manager. The City Manager will have the final administrative decision on hiring a department head. Definition of Department Head is defined as the Director for W/WW, Director of Electric, and Finance Director.

**Chapter VII, Section 7** should hereby read as follows:

Eligible employees shall receive insurance and retirement benefits as prescribed in the applicable programs. All employees shall be covered by Social Security. To be eligible for insurance or retirement benefits, an employee must be a regular, full-time (>30 hours/week) employee.

**Chapter VIII, Section 5** shall hereby read as follows:

An employee injured in the line of duty shall receive workers' compensation and injury leave benefits under terms and conditions prescribed in the Texas State Statutes for Workers' Compensation. An employee must report any job-related injury, however minor, to his/her supervisor immediately, if possible, but under no circumstance later than twenty-four (24) hours after the injury occurs.

Injured employees shall receive workers' compensation benefits on the schedule prescribed by the Texas State Statutes for Workers' Compensation. Time lost because of an injury sustained during the course of employment shall not be charged against the employee's sick leave until The Texas Municipal League Intergovernmental Risk Pool begins to pay for lost time. During such absence, sick leave and vacation leave shall continue to accumulate not to exceed the prescribed maximums. The City shall require

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updated and/or periodic reports of the employee's medical condition. The City Manager shall periodically review all cases and make a determination regarding continuation, reduction or termination of salary benefits or other appropriate action.

That the Personnel Policy Manual correction as presented by the City Manager and Staff of the City of Llano, Texas be the same is hereby in all respects approved and adopted.

**PASSED AND Approved, this 5th day of January 2026.**

Laura Almond

Laura Almond, Mayor

Kim Wagner

Kim Wagner, City Secretary