

**ORDINANCE NO. 1250**

**AN ORDINANCE OF THE CITY COUNCIL AMENDING ORDINANCE 1242 AND AMENDING SECTION 5 OF THE EMPLOYEE HANDBOOK AND PROCEDURE MANUAL; REPEALING ALL OTHER ORDINANCES OR PORTIONS THEREOF IN CONFLICT.**

**WHEREAS** The City Manager and Staff prepared and submitted to the City Council a Employee Handbook and Procedure Manual designated 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** Such Employee Handbook and Procedure Manual may need to be amended from time to time; and

**WHEREAS** The City Staff recommends that Section 5 should be amended.

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

1. Section 5 – Injury on the Job shall be amended as follows:

**Section 5 - Injury on the Job**

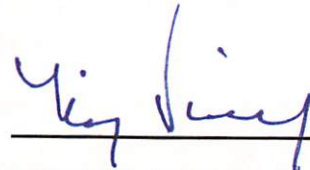
An employee injured in the line of duty shall receive workers' compensation and injury leave benefits under terms and conditions prescribed in the applicable programs. An employee must report any job related injury, however minor, to his/her supervisor immediately, if possible, but under no circumstance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

Injured employees shall receive workers compensation benefits from the date of lost time due to the injury. Time lost because of an injury sustained during the course of employment shall not be charged against the employee's sick leave. If requested by the employee, employee may elect to use up to 5 days of accrued sick time and shall surrender and/or assign all workers compensation payments to the City if accrued sick leave is used to prevent a reduction in pay. During such absence, sick leave and vacation leave shall continue to accumulate not to exceed the prescribed maximums. The City shall require 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.

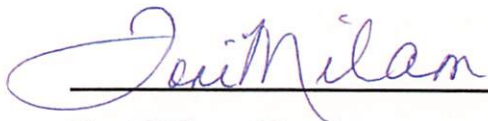
2. That Section 5 of the Employee Handbook and Procedure Manual of the City of Llano, Texas be and the same is hereby amended in all respects approved and adopted.

PASSED AND APPROVED, this the 23<sup>rd</sup> day of August, 2013.



  
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Mikel Virdell, Mayor

ATTEST:

  
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Toni Milam, City Secretary