

ORDINANCE NO. 1490

AN ORDINANCE OF THE CITY COUNCIL AMENDING ORDINANCE 616 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 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 Clarifications to Chapter VIII, Sections 1 Holidays are necessary to address the actual holidays, differences in workdays, and observed holidays when the actual holiday falls on a weekend.

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

Chapter VIII, Section 1- Holidays should hereby read as follows:

Section 1 - Holidays

New Year's Eve – at 12 pm, New Year's Day, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, the day following Thanksgiving, Christmas Day, the work day preceding December 25 and such other holidays as may be declared by the City Council/City Manager shall be observed as official holidays for City employees in accordance with the following policies:

- a. As many full-time regular employees as possible shall be given each holiday off consistent with the maintenance of essential City functions.
- b. Employees will be paid a maximum of 8 hours for holiday pay, regardless of the number of hours in an employee's workday.
- c. If the holiday falls on Saturday, the preceding Friday shall be observed, and if the holiday falls on Sunday, the following Monday shall be observed.
- d. Employees desiring to observe religious holidays not coinciding with official holidays may use accrued vacation leave or compensatory leave.
- e. Full-time regular employees who work on December 25th or Thanksgiving Day will be paid time and a half. Full-time employees who work on an observed holiday, official holiday other than Christmas or Thanksgiving, and/or bad weather day will be paid 8 hours in addition to hours worked at the regular rate of pay. Police personnel scheduled to work on a holiday will be paid at two times their normal rate of pay, as stated in the Police Department Personnel Policy

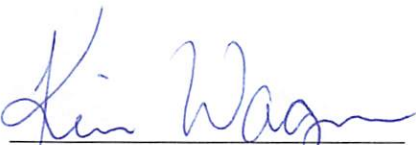
- f. Part-time and seasonal employees shall not earn holiday pay or makeup time missed due to holiday unless directed by the City Manager.
- g. Holiday pay will be disbursed in the pay period in which it is earned.

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

PASSED AND APPROVED, this 3rd day of April 2023.



Kelli Tudyk, Mayor



Kim Wagner, City Secretary