



# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)

**DATE:** December 5, 2022  
**TO:** Personnel Committee  
**FROM:** Jessie Lillibridge, HR Director  
**RE:** Employee Policy Manual Revisions

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Following are the recommended revisions to the Employee Policy Manual:

- Article 3: Hours of Work/Schedules/Overtime – Section 4: Change language related to payout of compensatory time.
- Article 9: Paid Time Off –
  - Add new Section 2: Personal/Float Day off for birthday.
  - Section 3: Revise language in holiday section to recognize employees working on Good Friday and day after Thanksgiving. Add language allowing employees to use a float day if scheduled to work on a holiday.
  - Section 6: Add “step-parent-in-law” to bereavement pay policy.
- Article 12: Benefits – Removed language related to payroll deduction options at the request of the payroll.
- Article 14: Performance Management and Compensation –
  - Section 2: Added language allowing Mayor to approve pay and PTO adjustments to current employees for retention purposes.
  - Section 4: Added language denoting premiums/stipends currently paid for various duties.
- Article 16: Workplace Safety and Injuries – Added language documenting current practice related to worker’s compensation cases.
- Delete references to Wastewater Treatment Facility employees.

Upon Common Council approval of the new Employee Policy Manual, Human Resources will notify all employees of the changes and require signed acknowledgment forms. Copies of the updated Manual will be available on the Intranet and in the Human Resources Department upon request.

Thank you.

## HUMAN RESOURCES

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