



# CITY OF MANITOWOC

WISCONSIN, USA

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**DATE:** November 10, 2022  
**TO:** Personnel Committee  
**FROM:** Jessie Lillibridge, HR Director  
**RE:** Possible Recommendations for 2024 Benefits and Compensation

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In 2019, a group of Department Heads worked together and developed our current Performance Management and Compensation policy and process, which was implemented in 2020. This past year, a team of Department Heads has been working together through the year to evaluate the effectiveness of the policy and process, and to determine if there were things that needed to be adjusted based on feedback from both managers and employees.

This process was also deemed necessary due to the tenuous job market, to ensure that we are able to hire and retain excellent employees.

One of the goals in 2019 was to find a way to keep the compensation structure from stagnating. To achieve that goal, the recommendation was to keep the structure current by adjusting the market rate each year based on the Upper Midwest Wage and Salary Survey data. Because that market rate is being increased each year, it becomes difficult for employees to ever reach that market rate. This has been shared as one of the biggest concerns with the policy by both employees and managers.

To alleviate this concern, the following recommendation is being made for 2024.

- If an employee performs at least successfully in their current position/Grade for five years, automatically move that employee to the midpoint as of the following January. Any year in which an employee receives an inconsistent overall performance rating would not count toward those five years.
- Along with this change, the recommendation would be to change the “Midpoint” or “Market Rate” on the compensation plan to “5-Year-Rate.”

Another concern is how to honor and acknowledge those long-time employees who have remain committed to providing excellent service to the citizens. The recommendation is to add a provision to our compensation policy that would award employees with 10 years of service a one-time lump sum recognition of \$2,500 on January 1 of the following year. The

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intention would be that when implemented, anyone with at least 10 years of service would receive the award, and it would then be part of the policy moving forward.

In addition, following are other benefit recommendations that we plan to explore and make future recommendations on:

- Continue discussing options which would allow employees to purchase PTO and/or receive PTO payouts.
- Continue discussing City facility hours, flexible schedules, and remote/hybrid work opportunities.

The purpose of this memo is to provide information so that the Committee can have a discussion on these possible recommendations if they see fit.

I hope to bring a formal recommendation in the next month.

Thank you.