

**RESOLUTION**

**EMPLOYEE POLICY MANUAL**

**WHEREAS**, the City of Manitowoc’s Employee Policy Manual provides continuity and consistency in the operations and the administration of benefits and working conditions for all employees of the City of Manitowoc; and,

**WHEREAS**, the Personnel Committee has determined sick leave and PTO modifications of the Employee Policy Manual are appropriate, with revisions as detailed in the attached memos from Human Resources Director Jessie Lillibridge; and,

**WHEREAS**, the Personnel Committee recommended approval of the modifications to the existing Employee Policy Manual, at a meeting held on April 4<sup>th</sup>, 2022.

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Common Council of the City of Manitowoc to approve the recommended changes to the PTO policy within the Employee Policy Manual, effective upon adoption of this resolution. The PTO provision will apply to any employee hired since July 1, 2021 as detailed in the attached memo.

**BE IT FURTHER RESOLVED** to direct Human Resources and the Finance Department to implement the new Sick Leave provision effective January 1, 2023, to notify employees of the changes to the Employee Policy Manual and to have copies of the attached updated Manual available on the Intranet and in the Human Resources Department.

INTRODUCED \_\_\_\_\_ ADOPTED \_\_\_\_\_

\_\_\_\_\_ APPROVED \_\_\_\_\_

Justin M. Nickels, Mayor

This resolution was drafted by Kathleen M. McDaniel, City Attorney

**Fiscal Impact:** Anticipated no cost for EPM update  
**Funding Source:** 2022 Budget if needed  
**Finance Director Approval:** /SMA  
**Approved as to form:** /kmm