



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

DATE: April 4, 2022
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Request to approve Sick Leave and revise PTO Policy in EPM

The City of Manitowoc is seeing an increase in resignations and earlier-than-expected retirements. In the first quarter of 2022, there have been 23 separations from the City, including retirements. Looking back over the past 7 years, the average number of first quarter separations from the City has been 11. Consistent concerns expressed during exit interviews and in discussions with staff is lack of paid leave for new employees and the extended leave policy in the Employee Policy Manual (EPM).

To address this, a team of Department Heads met several times to make the attached recommended changes to the policy, which were approved by the Mayor. The highlights of the changes are as follows:

PTO

- 80 hours PTO will be awarded upon hire. Employees will then begin accruing immediately at reduced rate (former EPM rate minus 80 hours).
- Ability to use PTO after 30 days of employment.
- If employee leaves within first year, must pay back any of the 80 initial hours that were used.
- PTO will only be paid out upon separation if employee has worked for at least one year.

Sick Leave

- To be added to the EPM later in 2022 for implementation January 1, 2023.
- 24 hours provided to full-time employees annually (part-time working 20 hours+ per week, 12 hours).
- Any sick leave forfeited if not used within the calendar year.
- Good attendance bonus (additional PTO) for specific amounts of unused leave.

The recommendation is to approve the PTO language to go into effect for new employees immediately upon Council approval. Additionally, it is recommended that any employee hired since July 1, 2021, receive a PTO credit in the amount of 80 hours less any leave already taken to be added to their existing PTO bank. These employees will be subject to the pay back language in the new policy.

Additionally, it is recommended that the Sick Leave language be approved at this time with the understanding that it will be added to the EPM later this year for implementation in January 2023.

Thank you for your consideration.

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