



# CITY OF MANITOWOC

WISCONSIN, USA

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

**DATE:** March 7, 2022  
**TO:** Personnel Committee  
**FROM:** Jessie Lillibridge, HR Director  
**RE:** Employee Policy Manual Revisions

---

Following are the recommended revisions to the Employee Policy Manual:

- Article 14: Performance Management and Compensation – (Section 4) Add shift premium for Police Captains. (Section 6) Add language allowing Police Captains to receive pay for daily briefing time and language allowing Police Lieutenants and Captains overtime when assigned to grant work and special events, which require police presence.
- Article 29: Electronic Communication and Information Systems Policy – (Section 9) Added language related to email signature content and expectations.

The recommendation is to approve the requested revisions and authorize the HR Director to implement the changes upon Common Council approval. Another EPM language update will be requested in April. Upon approval of that request, the EPM will be updated and distributed to City employees.

Thank you.

HUMAN RESOURCES

CITY HALL ▪ 900 QUAY STREET ▪ MANITOWOC, WI 54220

PHONE: (920) 686-6993 ▪ FAX: (920) 686-6999

[WWW.MANITOWOC.ORG](http://WWW.MANITOWOC.ORG) ▪ EMAIL: [HUMANRESOURCES@MANITOWOC.ORG](mailto:HUMANRESOURCES@MANITOWOC.ORG)