

ORDINANCE

An Ordinance to amend Section 20.040 of the Manitowoc Municipal Code regulating biweekly pay for certain employees.

The Mayor and Common Council of the City of Manitowoc do ordain as follows:

Section 1. Section 20.040 is amended to read as follows:

“20.040 Biweekly Pay for Certain Employees.

- (1) Employees Affected.** Unless otherwise stated by collective bargaining agreement, all employees of the City of Manitowoc whose compensation for services performed for the City has been fixed by action of the Common Council at a rate of pay per hour of employment and for the payment of which funds have been duly appropriated by the Common Council shall be paid ~~each second Thursday for services performed during the two weeks ending on the last preceding Saturday~~ **biweekly.**
- (2) Payments.** The payments provided for in subsection (1) of this section shall be made only upon the following procedure. The head of each department of the City, by whatever name known, shall, ~~not later than each Monday noon preceding each biweekly payday,~~ file with the Finance Department a payroll of his/her department covering services performed during the last preceding two weeks calendar period by employees on an hourly basis of compensation, reciting therein the name of each employee and the number of hours of service, which payroll shall be approved by such department head and submitted to the Finance Department for processing. **This filing shall be at the direction of the Finance Director.** Each such payroll shall contain such other information and be in such form as the Finance Director may prescribe. The Mayor and Finance Director are hereby authorized to draw upon any proper available City fund for the payment of all sums shown by such payrolls to be due.

...”

Section 2. This ordinance shall take effect the day after publication.

INTRODUCED _____ ADOPTED _____

Justin M. Nickels, Mayor

APPROVED _____

Fiscal Impact: n/a
Funding Source: n/a
Finance Director Approval: /JMN
Approved as to form: /EGN

This ordinance was drafted by Eric G. Nycz, Assistant City Attorney.