

MEMORANDUM

To: Manitowoc Library Board of Trustees
From: Karin Adams, Executive Director
RE: Library Addendum Amendment
Date: July 22, 2024

I am recommending the following sentence be added to the Library Addendum of the Employee Policy Manual. The City has included a similar sentence that Department Heads may work with Human Resources/the Mayor in order to effectively negotiate paid time off in the recruitment of potential new employees; this will make it clear that Library Department Heads may also work with me in those negotiations.

- Paid Time Off –
 - Section 1: Added language: To assist in recruiting the best candidate for vacant positions, Department Heads may work with the Executive Director to offer an increased and/or accelerated Vacation schedule to potential candidates, if warranted.