

CITY OF MANITOWOC

WISCONSIN, USA

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DATE: May 3, 2021
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Employee Policy Manual Revisions

Following are the recommended revisions to the Employee Policy Manual:

- Updated numbering throughout policy – removed the Roman numerals.
- Article 2: Employee Definitions – updated this section to more closely align with the FLSA and our current process.
- Article 3: Hours of Work – Added language regarding flexible scheduling and telework. (Section 6) Clarified cost of badge replacement.
- Article 4: Wages – Added language about requirements necessary for name changes.
- Article 5: Job Assignments – Removed old language referring to the former step compensation plan.
- Article 9: Paid Time Off – (Section 1) Added language to clarify requirements related to use of PTO by employees who plan to retire or separate from the City. (Section 3) Clarified that retirement notices must be in writing and submitted to HR and Payroll.
- Article 10: Unpaid Leave – Added language to clarify who is eligible and how benefits may be affected.
- Article 11: Emergency Conditions – Added language referring to the Telework Policy.
- Article 12: Benefits– Added language to allow proration of medical and dental insurance premiums.
- Article 14: Performance Management and Compensation – (Section 1) Added language defining when new employees are scheduled for evaluations. (Section 2) Added language to clarify employee's placement on the compensation plan when promoted. (Section 4) Increased the reimbursement of safety shoe/boot allowance and the annual clothing allowance for WWTF.
- Article 16: Workplace Safety and Injuries - Added language to clarify when employees are able to schedule appointments for worker's compensation-related injuries and how they are compensated.
- Article 19: Personal Appearance – Revised this language with input from the administrative staff, Department Heads, and Mayor.
- Article 28: Communications and Confidentiality – Added language to clarify which documents are public documents.
- Article 36: Media Relations Policy – This section was added per a request from the Mayor's office to address how employees should be responding to requests from the media.
- Addendum A: Compensation Table – updated with current compensation plan.

Upon Common Council approval of the new Employee Policy Manual, Human Resources will notify all employees of the changes and get signed acknowledgment forms. Copies of the updated Manual will be available on the Intranet and in the Human Resources Department.

Thank you.