



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

DATE: June 5, 2023
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Employee Policy Manual Revisions

Following are the recommended revisions to the Employee Policy Manual:

- Article 9: Paid Time Off –
 - Section 1: Added clarifying language related to how PTO is accrued and removed language allowing employees to go into a negative PTO balance.
- Article 10: Unpaid Leave – Added clarifying language to include the types of leave that must be exhausted prior to going unpaid and revised language.
- Article 14: Performance Management and Compensation –
 - Section 2 & 3: Changed language to include compensation recommendations for 2024 related to the 5-Year Rate and 10-year lump sum.
 - Section 4: Added language to include the CSW Supervisor to annual clothing allowance.

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

Thank you.

HUMAN RESOURCES

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