

**RESOLUTION APPROVING MERGED EMPLOYEE POLICY
MANUAL FOR CITY AND LIBRARY EMPLOYEES**

WHEREAS, the City of Manitowoc's Employee Policy Manual provides continuity and consistency in the operations and administration of benefits and working conditions for all employees of the City of Manitowoc; and

WHEREAS, the Manitowoc Public Library was previously governed by a separate Library Employee Policy Manual pursuant to the Library Board's statutory authority under Wis. Stat. Ch. 43; and

WHEREAS, the Library Board and Common Council desire to merge their respective manuals into the City Employee Policy Manual for consistency in operations for all employees not governed by a collective bargaining agreement; and

WHEREAS, the Library Board, having sole statutory authority over the Library, has the authority under Wis. Stat. Ch. 43 to direct library operations as outlined in Addendum B; and

WHEREAS, the Common Council, having sole statutory authority over the City, has the authority to under Wis. Stat. Chs. 62 and 66 to direct City operations; and

WHEREAS, the Common Council and Library Board desire the ability to revise their respective policies without the consent of the other body when there will be no impact on the other body; and

WHEREAS, the merged Employee Policy Manual creates a consistent operational policy across all City employees, as outlined in the Manual and addendum, clarifies the use of extended leave due to illness, allows general City employees to accrue a negative PTO balance of up to 24 hours, and allows flexibility in PTO offered at the time of hire, and incorporates other changes as outlined in the attached memo from the HR Director, to promote efficient operations and establish the City as an employer of choice.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the City of Manitowoc to approve the outlined revisions to the newly merged Employee Policy Manual effective July 1, 2018.

BE IT FURTHER RESOLVED that the Council acknowledges the Library Board has the sole authority to amend Addendum B, in whole or in part, or choose to withdraw from the Employee Policy Manual at any time, pursuant to their statutory authority, and that any revisions by the Library Board to Addendum B shall be forwarded to the Common Council for placement on the consent agenda under Finance Committee.

BE IT FURTHER RESOLVED that the Council has the sole authority to revise those provisions which do not apply to Library employees.

BE IT FURTHER RESOLVED that revisions which impact both general City and Library employees shall be forwarded to the Common Council and Library Board for approval.

BE IT FURTHER RESOLVED that a copy of this resolution shall be forwarded to the Library Board by the City Clerk.

INTRODUCED _____ ADOPTED _____ APPROVED _____

Justin M. Nickels, Mayor

This resolution was drafted by Kathleen McDaniel, City Attorney

Fiscal Impact:	\$0
Funding Source:	N/A
Finance Director Approval:	/sc
Approved as to form:	/kmm