



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

DATE: December 20, 2021
TO: Common Council
FROM: Jessie Lillibridge, HR Director
RE: Request to allow separation payout and extension of last day worked for Lee Gauthier

Lee Gauthier has been a City employee for over 34 years. He is currently working as a Parks Laborer. Mr. Gauthier will not be able to give the customary four months' notice of retirement required to receive standard payouts under the Employee Policy Manual due to his separation from the City in January. Since Mr. Gauthier is a long-time employee with a positive work history, staff recommends that the Common Council:

- Allow him to continue to work in a light duty capacity through December 31, 2021.
- Allow him to extend his last day of work to January 31, 2021 using any available paid leave until his separation date.
- Waive the requirement to give four months' notice of retirement and allow him to receive retirement payouts for his PTO and Old Sick Bank leave balances at the time of separation

Your approval to make this exception to the current policy is requested due to Mr. Gauthier's tenure and long-time dedication to the City, along with the unexpected nature of this separation, as discussed in closed session.

Thank you for your consideration.

HUMAN RESOURCES

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