

*Personnel
10-19-15*

RESOLUTION

15-850

PAID TIME OFF FLEXIBILITY

WHEREAS, in an effort to recruit top talent, the Common Council wishes to grant the HR Director and hiring Department Head the flexibility to make an exception to the approved PTO schedule in the Employee Policy Manual, when necessary, to recruit the best candidate for an open position.

WHEREAS, at a meeting held on Monday, October 5, 2015, the Personnel Committee approved the request to allow the HR Director and hiring Department Head the ability to offer a one-time accelerated PTO schedule upon hiring of an individual for the first year only, or offering up to an additional 24 hours of PTO upon hire, in addition to the current PTO level of any position.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Manitowoc to allow the HR Director and hiring Department Head the ability to offer an accelerated PTO schedule or offer up to 24 hours of additional PTO one time upon hire, in addition to the current PTO level, effective upon passage of this resolution.

BE IT FURTHER RESOLVED that the HR Director shall report any issuance of paid time off flexibility to the Personnel Committee.

BE IT FURTHER RESOLVED that this paid time off flexibility shall expire on December 31, 2016 and will be re-evaluated at that time.

Introduced OCT 19 2015 _____

Adopted _____

Approved _____

Justin M. Nickels, Mayor

This resolution was drafted by Rochelle Blindauer, HR Director

Fiscal Impact: \$0

Funding Source: NA

Finance Director Approval: /sc

Approved as to form: /kmm