

Personnel
3-21-16

16-0246

RESOLUTION

SEASONAL EMPLOYMENT POLICY

WHEREAS, the City of Manitowoc's Seasonal Employment Policy provides a framework for the seasonal employment process, including recruitment, selection, training and performance evaluation; and

WHEREAS, the Personnel Committee has determined a modification of the Seasonal Employment Policy is appropriate to reflect the creation of a budgeted Human Resources Intern position and the budgeted wage increase to \$10.00 per hour for a seasonal Administrative Assistant in the Department of Public Infrastructure-Operations Division; and

WHEREAS, the Personnel Committee recommended approval of the attached revised Seasonal Employment Policy, at a meeting held on Monday, March 14th, 2016. The Committee further recommended that a job description be created for the newly created Human Resources Intern position.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the City of Manitowoc to approve the attached newly revised Seasonal Employment Policy, effective the first pay period following adoption of this resolution.

INTRODUCED MAR 21 2016 _____

ADOPTED _____

APPROVED _____

Justin M. Nickels, Mayor

This resolution was drafted by Kathleen M. McDaniel, City Attorney

Fiscal Impact: S0

Funding Source: N/A

Finance Director Approval: /sc

Approved as to form: /kmm