

RESOLUTION

**REVISIONS TO ARTICLE 9, ARTICLE 10, AND ARTICLE 14 OF THE
EMPLOYEE POLICY MANUAL – JUNE 2023**

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

WHEREAS, the Personnel Committee has determined PTO, Unpaid Leave, and Performance Management and Compensation modifications of the Employee Policy Manual are appropriate, with revisions as detailed in the attached memo from Human Resources Director Jessie Lillibridge; and,

WHEREAS, the Personnel Committee recommended approval of the modifications to the existing Employee Policy Manual, at a meeting held on June 5th, 2023.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Common Council of the City of Manitowoc to approve the recommended changes to the PTO policy within the Employee Policy Manual, effective upon adoption of this resolution.

BE IT FURTHER RESOLVED to direct Human Resources and the Finance Department to implement the new provisions effective immediately, to notify employees of the changes to the Employee Policy Manual, and to have copies of the updated Manual available on the Intranet.

INTRODUCED _____ ADOPTED _____

Justin M. Nickels, Mayor

APPROVED _____

This resolution was drafted by Eric G. Nycz, Interim City Attorney

Fiscal Impact: Anticipated minimal for updating the Employee Policy Manual language based on changes recommended.
Funding Source: General Fund 1100
Finance Director Approval: /SMA
Approved as to form: /EGN