



CITY OF MANITOWOC

WISCONSIN, USA
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DATE: June 1, 2020
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Employee Policy Manual Revisions

Following are the recommended revisions to the Employee Policy Manual:

- Article V: Interim Pay Policy – Added language to clarify use of policy for department head vacancies and added language about bonuses for coverage related to other position vacancies.
- Article VIII: Training/Expenses – Change approval necessary for out-of-state travel from Personnel Committee to employee's respective oversight committee.
- Article VIII: Training/Expenses – Updated requirements for travel and reimbursable expenses. Used the CVMIC model policy as a template. The goal was to simplify our reimbursement process, which has proven to be tedious and also to clarify language on non-exempt travel.
- Article IX: Paid Time Off – Added language limiting employee's use of PTO once they have given their notice of separation.
- Article IX: Holidays – Added language for ½ day pay on New Year's Eve and clarified/corrected language for other holidays and pay for those working in 24-hour operations.
- Article IX: Jury Duty – Added language to clarify manager responsibility for approving and documenting jury duty for employees.
- Article IX: Military Leave of Absence – Added language defining employee and manager responsibility in approving and documenting military leave for employees.
- Article XII: Benefits – Added language clarifying retiree eligibility and added language pertaining to the vision plan.
- Article XIV: Compensation Plan – Added language specifying how promoted employees will receive pay increases.
- Article XIV: Compensation – Removed language pertaining to Fire and Police personnel due to the recent state mandated provisions available and outdated language.
- Article XVI: Workers Compensation - Added language to mirror current process.
- Updated pronouns to the gender-neutral, singular they/them/their

Upon Common Council approval of the new Employee Policy Manual, Human Resources will notify all employees of the changes and will have copies of the updated Manual available on the Intranet and in the Human Resources Department.

Thank you.