

RESOLUTION

**ONE-TIME EXCEPTION TO EXCEED 115% OF PTO ALLOCATION
FOR CITY OF MANITOWOC EMPLOYEE**

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 Director of Public Infrastructure and Human Resources Director have recommended the temporary suspension of the 115% cap as related to Paid Time Off for the City of Manitowoc Building and Grounds employee Bob Kohlmann, due to extenuating circumstances in the Building and Grounds Division, including staff shortages, employees requiring medical leave, and to allow continuous operations of City facilities; and

WHEREAS, in order for the Aquatic Center to remain open, there is a requirement that a Certified Pool Operator (CPO) is available. Bob Kohlmann is one of the City of Manitowoc CPOs; and

WHEREAS, at a meeting held on June 5, 2023, the Personnel Committee recommended approval of the temporary suspension of the 115% PTO cap for City of Manitowoc employee Bob Kohlmann, for the period of time during which other Building and Grounds employees are on medical leave; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Common Council of the City of Manitowoc to approve the recommended temporary suspension of the 115% PTO cap for City of Manitowoc employee Bob Kohlmann, effective upon adoption of this resolution. The PTO provision will apply to this employee only during the time other Buildings and Grounds Division staff are unavailable to work due to medical leave; and

BE IT FURTHER RESOLVED to direct Human Resources and the Finance Department to implement the suspension of the 115% PTO cap for the of Manitowoc employee Bob Kohlmann effective immediately in order to maintain continuous operation of City of Manitowoc facilities.

INTRODUCED _____ ADOPTED _____

Justin M. Nickels, Mayor

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

Fiscal Impact: Anticipated \$0. No additional tax levy or 2023 budget amendments being requested.
Funding Source: 1100-32800 Salary and Fringe Benefits
Finance Director Approval: /SMA
Approved as to form: /EGN