

**RESOLUTION**

**EMPLOYEE POLICY MANUAL**

**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 a modification of the Employee Policy Manual is appropriate for 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 Monday, December 6<sup>th</sup>, 2021.

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

**BE IT FURTHER RESOLVED** to direct Human Resources to notify employees of the changes to the Employee Policy Manual and to have copies of the updated Manual available on the Intranet and in the Human Resources Department.

INTRODUCED \_\_\_\_\_ ADOPTED \_\_\_\_\_

\_\_\_\_\_ APPROVED \_\_\_\_\_

Justin M. Nickels, Mayor

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

**Fiscal Impact:** Minimal  
**Funding Source:** 2021 Budget  
**Finance Director Approval:** /SMA  
**Approved as to form:** /kmm