



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

DATE: December 2, 2024
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Employee Policy Manual Revisions

Following are the recommended revisions to the Employee Policy Manual:

- Article 9: Paid Time Off – add provision allowing Police Lieutenants to earn double time if it's necessary for them to work a holiday.
- Article 40: Fraternalization – New policy recommendation.
- Library Addendum B – language revision related to giving increased vacation accruals to employees as part of recruitment strategy.

Upon Common Council approval of the new Employee Policy Manual, Human Resources will notify all employees of the changes and require signed acknowledgment forms. Copies of the updated Manual will be available on the Intranet and in the Human Resources Department upon request.

Thank you.

HUMAN RESOURCES

CITY HALL ■ 900 QUAY STREET ■ MANITOWOC, WI 54220

PHONE: (920) 686-6993 ■ FAX: (920) 686-6999

WWW.MANITOWOC.ORG ■ EMAIL: HUMANRESOURCES@MANITOWOC.ORG