

Personnel  
10-17-16

16-0987

**RESOLUTION  
EMPLOYEE POLICY MANUAL  
REMOVAL OF STEP 1 OF COMPENSATION STEP PLAN  
HIRE NEW HIRES UP TO STEP 4**

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

**WHEREAS**, the Personnel Committee has approved a modification to the Employee Policy Manual, Article XXXIV, Compensation Guidelines, to change the language to be able to offer new hires from up to Step 3 to up to Step 4, based on experience; and

**WHEREAS**, the Personnel Committee has approved a modification to the Employee Policy Manual, Compensation Step Plan, to eliminate Step 1 of the compensation plan and be changed from 85% to 87.5% of control point, in order to attract qualified candidates to fill positions, effective July 1, 2017, and;

**WHEREAS**, the Personnel Committee recommended approval of these modifications to the existing Employee Policy Manual, at a meeting held on Monday, October 3, 2016.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Common Council of the City of Manitowoc to approve revisions to the Employee Policy Manual to change the language to be able to offer new hires from up to Step 3 to up to Step 4, based on experience, effective upon passage of this resolution.

**BE IT FURTHER RESOLVED** that Step 1 of the Compensation Step Plan be eliminated, and be changed from 85% to 87.5% of control point, in order to attract qualified candidates to fill positions, as shown on the attachment, effective July 1, 2017.

INTRODUCED   OCT 17 2016   \_\_\_\_\_

ADOPTED \_\_\_\_\_

APPROVED \_\_\_\_\_

\_\_\_\_\_  
Justin M. Nickels, Mayor

This resolution was drafted by Jessie Lillibridge, Human Resources Director

**Fiscal Impact:** n/a  
**Funding Source:** n/a  
**Finance Director Approval:** /sc  
**Approved as to form:** /em

**2017<sup>6</sup> COMPENSATION STEP PLAN**  
**CITY OF MANITOWOC**  
*Effective July 1, 2017*

GRADE	JOB TITLE	DEPARTMENT	Minimum	Minimum					Control Point				Maximum	
			<del>85.0%</del>	87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%
			<del>Step 1</del>	Step 12	Step 23	Step 34	Step 45	Step 56	Step 67	Step 78	Step 89	Step 910	Step 1011	Step 1112
T	City Attorney	Attorney	<del>\$42.33</del>	\$43.58	\$44.82	\$46.07	\$47.31	\$48.56	\$49.80	\$51.05	\$52.29	\$53.54	\$54.78	\$56.03
	Dir Of Public Infrastructure	DPI												
	Dir Of Community Development	Comm. Dev.												
S	Finance Director/Treasurer	Finance	<del>\$39.00</del>	\$40.15	\$41.29	\$42.44	\$43.59	\$44.73	\$45.88	\$47.03	\$48.17	\$49.32	\$50.47	\$51.62
	Fire Chief	Fire												
	Human Resources Director	HR												
	Police Chief	Police												
P	Deputy Fire Chief	Fire	<del>\$33.17</del>	\$34.14	\$35.12	\$36.09	\$37.07	\$38.04	\$39.02	\$40.00	\$40.97	\$41.95	\$42.92	\$43.90
	Assistant Police Chief	Police												
O	Engineering Division Manager	Engineering	<del>\$31.50</del>	\$32.43	\$33.35	\$34.28	\$35.21	\$36.13	\$37.06	\$37.99	\$38.91	\$39.84	\$40.77	\$41.69
	Rahr West Director	Rahr-West												
	Deputy Police Chief	Police												
	Captain Superintendent	Police WWTF												
N	Staff Attorney	Attorney	<del>\$29.84</del>	\$30.71	\$31.59	\$32.47	\$33.35	\$34.22	\$35.10	\$35.98	\$36.86	\$37.73	\$38.61	\$39.49
	City Planner	Comm. Dev.												
	Transit/B & G Division Manager	Transit												
	Battalion Chief	Fire	<del>\$21.31</del>	\$21.94	\$22.56	\$23.19	\$23.82	\$24.44	\$25.07	\$25.70	\$26.33	\$26.95	\$27.58	\$28.21





GRADE	JOB TITLE	DEPARTMENT	Minimum	Minimum					Control Point					Maximum
			85.0%	87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%
			Step-1	Step-1 Step-2	Step-2 3	Step-3 4	Step-4 5	Step-5 6	Step-6 7	Step-7 8	Step-8 9	Step-9 10	Step-10 11	Step-11 12
F	Cemetery Laborer	Cem & Parks	<del>\$16.51</del>	\$16.99	\$17.48	\$17.96	\$18.45	\$18.93	\$19.42	\$19.91	\$20.39	\$20.88	\$21.36	\$21.85
	Park Laborer	Cem & Parks												
	Administrative Support Specialist	City Clerk												
	Administrative Support Specialist	DPI												
	Streets Laborer	DPI												
	Administrative Support Specialist	Engineering												
	Municipal Court Clerk	Finance												
	Administrative Support Specialist	Police												
	Property Evidence Clerk	Police												
	Administrative Support Specialist	Rahr West												
	Administrative Support Specialist	Senior Center												
	Mobility Manager	Transit												
E	Custodian	Building & Grounds	<del>\$16.26</del>	\$15.71	\$16.16	\$16.60	\$17.05	\$17.50	\$17.95	\$18.40	\$18.85	\$19.30	\$19.75	\$20.19
	Park Caretaker	Cem & Parks												
	Account Clerk	Finance												
	Clerk Typist	Police												
	Community Service Worker	Police												
D	VACANT		<del>\$14.13</del>	\$14.54	\$14.96	\$15.37	\$15.79	\$16.20	\$16.62	\$17.04	\$17.45	\$17.87	\$18.28	\$18.70
C	Bridgetender	DPI	<del>\$13.08</del>	\$13.47	\$13.85	\$14.24	\$14.62	\$15.01	\$15.39	\$15.77	\$16.16	\$16.54	\$16.93	\$17.31
B	VACANT		<del>\$12.11</del>	\$12.47	\$12.83	\$13.18	\$13.54	\$13.89	\$14.25	\$14.61	\$14.96	\$15.32	\$15.68	\$16.03
	School Crossing Guards (1.125 hours per shift)	Police	<del>\$10.00</del>	\$10.25	\$10.51	\$10.77	\$11.04	\$11.31	\$11.60	\$11.89	\$12.18	\$12.49	\$12.80	\$13.12
	Rahr West Guard	Rahr West	<del>\$8.00</del>	\$8.20	\$8.41	\$8.62	\$8.83	\$9.05	\$9.28	\$9.51	\$9.75	\$9.99	\$10.24	\$10.50