

Personnel
3-16-15

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 Rochelle Blindauer, and;

WHEREAS, the Personnel Committee recommended approval of the modifications to the existing Employee Police Manual, at a meeting held on Monday, March 2nd, 2015.

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 distribute the newly revised Employee Policy Manual to all employees and have each employee sign the acknowledgement of receipt of same.

MAR 16 2015

INTRODUCED _____

ADOPTED _____

APPROVED _____

Justin M. Nickels, Mayor

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

- Fiscal Impact:** \$0
- Funding Source:** N/A
- Finance Director Approval:** /sc
- Approved as to form:** /kmm

15-235



Standing Committee: Personnel Committee
Document Name: Employee Policy Manual Updates

Consent **Non-Consent** **Chairman Recommend**

Recommendation: To approve the updated Employee Policy Manual.

Attest:

Chairperson – Alderperson Jill Hennessey

Date

Vice-Chairperson – Alderperson Christopher Able

Alderperson Scott McMeans

Alderperson Al Schema

Alderperson Eric Sitkiewitz

Approved:

Justin M. Nickels
Mayor

Date



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



TO: Common Council
FROM: Rochelle Blindauer, Human Resource Director
RE: Employee Policy Manual Revisions
DATE: March 16, 2015

Following are the proposed revisions to the Employee Policy Manual. The Personnel Committee approved the revisions at the March 2, 2015 meeting.

- Article III, Section 2 – Overtime, clarified overtime for any hours worked over 8 for Police Lieutenants
- Article IV, Section 1- Added Alderperson to the list of positions where wage is established by resolution
- Article VIII, Section 3 – Added language for reporting an accident to the City Attorney
- Article IX, Section 3 – Clarified language regarding old sick leave bank
- Article IX, Section 8 – Revised Volunteering Time Off adding 8 hours of unpaid time
- Article XII, Section 1 & 5 – Clarified benefits and pension for Police to follow the union
- Article XIV, Section 1 – Added language regarding discipline for management who do not complete the performance review process
- Article XXI – Added Employee Web Portal to keeping employees informed
- Article XXVII – Clarified use of City e-mail account for secondary employment, and to report secondary employment to the department head, if the incumbent is new they must re-approve the secondary employment
- Article XXXIV, Section 1 – Added 4th quarter review of pay structure
- Article XXXIV, Section 2 – Added no increase will be given if there was an increase within the prior 6 months of annual increases and promotional guidelines to annual increase

Upon Common Council approval of the new Employee Policy Manual, Human Resources will distribute the manual to all employees and have each employee sign the acknowledgement of receipt.

Human Resources - Phone (920) 686-6993
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543 • Fax (920) 686-6999
www.manitowoc.org • humanresources@manitowoc.org