

Personnel
1-16-17

17-0034

RESOLUTION

**REVISION TO EMPLOYEE POLICY MANUAL
INTERIM PAY POLICY**

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 City of Manitowoc Personnel Committee has approved the implementation of an Interim Pay Policy to establish guidelines for compensation of such employees while working in designated interim assignments in leadership positions; and

WHEREAS, at a meeting held on Wednesday, January 4th, 2017, the Personnel Committee recommended approval of the attached revision to the Employee Policy Manual.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the City of Manitowoc to approve the attached revision to the Employee Policy Manual to include the Interim Pay Policy, effective upon passage of this resolution.

INTRODUCED JAN 16 2017 _____

ADOPTED _____

APPROVED _____

Justin M. Nickels, Mayor

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

Fiscal Impact: Budget neutral/positive impact
Funding Source: n/a
Finance Director Approval: /sc
Approved as to form: /kmm

CITY OF MANITOWOC

INTERIM PAY POLICY

Issue Date: January 17, 2017	Revision(s):	Pages: 1
Distribution: City of Manitowoc Employees		

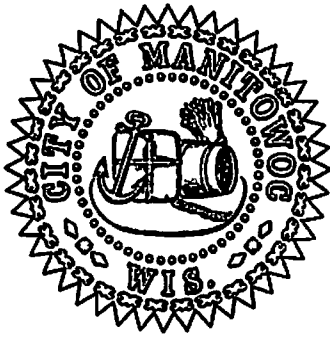
I. **PURPOSE:** Occasionally leadership positions will experience a vacancy. When these vacancies occur, it is necessary for individuals to step in and temporarily fill these roles. Sometimes the interim position may last for an extended period of time until the replacement is secured or the incumbent returns to work. The purpose of this policy is to establish guidelines for compensation of such employees while working in designated interim assignments.

II. **POLICY:** When a department experiences a vacated leadership role, a temporary interim person will be chosen via the normal process to fill the interim assignment.

The interim pay will be calculated by taking the employee's current wage and increasing it by 10% during the time period they are filling the vacancy. The interim pay rate will cease the beginning of the first pay period after the assignment has ended for any reason or the position has been filled, whichever comes first.

Employees will receive any regular increases they would have ordinarily received during their pre-interim assignment that occur during the period they are on the interim assignment.

The Department Head should work with Human Resources to complete the necessary documentation to process the interim pay payment.



16-1192

Standing Committee: Personnel Committee

Document Name: Interim pay policy.

Consent

Non-Consent

Chairman Recommend

Recommendation:

Approval of the draft policy & create a Resolution to revise the Employee Policy Agreement.

Attest:

Chair – Alderperson Eric Sitkiewitz

Date

Vice-Chair – Alderperson Jason Sladky

Alderperson Jim Brey

Alderperson Chris Able

Alderperson Mike Howe

Approved:

Justin M. Nickels
Mayor

Date

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