

RESOLUTION

TO RECLASSIFY THE RAHR-WEST ART INSTRUCTOR FROM SEASONAL/CONTINUOUS LTE PAY STRUCTURE TO THE CITY OF MANITOWOC COMPENSATION PLAN STRUCTURE

WHEREAS, employees and managers are encouraged to review job descriptions on an annual basis. If there are changes, Human Resources assists in reviewing and determining if the changes warrant a compensation reclassification review; and

WHEREAS, in reviewing the job description for the Art Instructor, it was determined that several updates were necessary in order to achieve internal equity across City departments; and

WHEREAS, Rahr-West Art Museum Art Educators are presently listed as Seasonal/Continuous LTE pay structure employees, with no ability to increase salary beyond their entry pay of 21.00/hr. All other museum positions are included on the City of Manitowoc’s compensation plan; and

WHEREAS, at a meeting held on April 7, 2025, the Personnel Committee approved a change to the Art Instructor position and the job description; and

WHEREAS, the Rahr-West Art Museum Executive Director has recommended changes to the Art Instructor position which will result in moving the position from Seasonal/Continuous LTE to Grade E to on the City of Manitowoc Compensation Plan while maintaining part-time non-exempt status in order to be consistent and achieve internal equity. The two employees currently in that position would move to Grade E effective immediately and their wages will be adjusted commensurate with the non-represented employees 2025 pay increase.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Manitowoc to approve the reclassification of the Art Instructors from Seasonal/Continuous LTE pay structure to Grade E on the City of Manitowoc Compensation Plan, and that the two current employees in the position be moved to \$21.60, effective the next pay period.

INTRODUCED _____ ADOPTED _____

JUSTIN M. NICKELS, Mayor

Fiscal Impact:	Estimated \$800 increase in total compensation expense (salaries and fringe benefits) for fiscal year 2025 when compared to 2025 budgeted total compensation for employees. Actual increase will vary on number of hours worked by employees for remainder of 2025. Expense to be offset by Rahr-West Museum donations and fee revenue. No additional tax levy or 2025 budget amendments needed.
Funding Source:	Fund 2822 – Rahr-West Restricted Operation Special Revenue Fund
Finance Director Approval:	/SMA
Approved as to form:	/EGN

This Resolution was drafted by Eric. G. Nycz, City Attorney