



Memorandum

To: Manitowoc Library Board of Trustees
From: Karin Adams, Executive Director
Re: Employee Policy Manual Revisions
Date: September 22, 2025

Following are the recommended revisions to the Employee Policy Manual:

- **Article 8: Training/Expenses** – page 2
 - Change approval process from oversight committee to Department Head for all budgeted travel
 - Update language related to travel reimbursements per diems
- **Article 10: Unpaid Leave** – page 3
 - Change approval process from Library Board to Library Director for unpaid leaves of absence greater than seven calendar days
 - Remove language related to the length of time unpaid leave requests may be approved
- **Article 20: Smoking/Tobacco** – page 4
 - Update to include vaping
- **Article 29: Electronic Communication and Information Systems Policy** – page 5
 - Update phone usage language in Sections 7 & 8.

These revisions have been approved by the City's Personnel Committee and Common Council.

Upon Library Board 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.



ARTICLE 8: TRAINING/EXPENSES

Out-of-state training and/or travel requires approval of the employee's ~~oversight committee, in addition to that of the~~ Department Head and must be included in the annual adopted budget. Employees, along with employee's Department Head, must complete and sign the Out of State Travel Training Request form ~~should be completed, signed, and submit to the Finance Department for verification prior to the out-of-state training and/or travel occurring, and attached to the oversight committee's agenda for approval.~~

For Library employees, out of state travel/training approval is required from the Library Director.

R-equests for out-of-state training or travel that are not included in the annual budget must be approved by both the employee's oversight committee and the Department Head.

Employees will be reimbursed for meals, tips, and other miscellaneous work-related expenses. Meal expenses will be reimbursed following the General Service Administration (GSA) rates, as applicable to the employee's destination. The per diem rates, set annually, by the GSA are accessible via GSA.gov Per Diem website ~~limited to a per diem of \$40 per day (within the state)/\$50 per day (outside of the state).~~ No receipts are required for meal expenses, but will be limited to the per diem amounts or prorated per diem amounts for individual non-overnight meals ~~as described below.~~ Completion of the Meal Reimbursement Form is required for all meal reimbursements.

~~The daily per diem will be prorated as follows for non-overnight travel: \$8.00/breakfast, \$12.00/lunch and \$20.00/dinner in-state and \$10.00/breakfast, \$15/lunch and \$25/dinner out of state.~~ Prior authorization is required from your supervisor for all meals authorized for any non-overnight travel.



ARTICLE 10: UNPAID LEAVE

Employees with at least 90 days of employment with the City may submit requests for unpaid leaves of absence greater than seven calendar days to the Personnel Committee, or the ~~Board of Trustees~~Library Director for Library employees, for approval. Please note that this section refers to unpaid leave outside of what is available under the FMLA policy (refer to Article 9).

~~Unpaid leave of absence will not exceed 30 calendar days without re-approval by the Personnel Committee or Library Board of Trustees.~~ Unpaid leave extending beyond 30 days may cause loss of benefit eligibility. Employees who do not return from leave may be terminated.



ARTICLE 20: SMOKING/TOBACCO

Smoking, ~~vaping, -or-~~ and tobacco use ~~are~~ is not permitted at any time in City facilities or City owned vehicles.



ARTICLE 29: ELECTRONIC COMMUNICATION AND INFORMATION SYSTEMS POLICY

Section 7. Telephone and Cell Phone Usage.

City-Issued Phones: City-issued desk phones and cellular phones are provided to employees based on job duties requiring phones for official use. These phones should primarily be used for work-related purposes.

Personal Cell Phones: Employees are permitted to use personal cell phones during breaks or outside working hours. ~~Brief, limited, personal use calls or texts is~~ are permitted during the day. However, excessive personal use during working hours should be avoided, as it can affect productivity and disrupt the work environment.

All Cell Phones: All phone calls, whether personal or work-related, should be conducted respectfully, without disrupting others in the workplace. Employees shall refrain from using cell phones during meetings or group discussions unless necessary for work purposes. ~~City phones and cellular phones are to be used for City business. Brief, limited, personal use is permitted during the day.~~

Employees shall refrain from using cell phones ~~or other electronic devices~~ while operating City vehicles or machinery unless it is necessary for the performance of their job. Hands-free technology shall be used when available.

Within this Section, "cell phones" refers to all cellular devices, including phones, watches, tablets and laptops that are able to send text or other SMS messages.

Refer to the City of Manitowoc Acceptable Use Policy for City-issued phone use requirements.

Section 8. Security.

City-issued phones must be password-protected and kept secure at all times. Employees must report any lost or stolen phones immediately to their supervisor and the IT department. Employees must respect the confidentiality of other individuals' electronic communications. Employees should not

divulge their passwords and are expected to comply with all IT policies regarding passwords and login credentials.

Employees must ensure that all communication on City-issued phones adheres to confidentiality policies. Sensitive or proprietary information should not be shared or discussed using unsecured or unapproved communication channels.