



# CITY OF MANITOWOC

WISCONSIN, USA

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

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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 4<sup>th</sup> 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.