



CITY OF MANITOWOC

WISCONSIN, USA

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DATE: April 2, 2018
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Employee Policy Manual Revision

Historically, the Manitowoc Public Library has used a separate Employee Policy Manual from the City. In order to be collaborative and have a more streamlined set of policies for City employees, Human Resources has worked with the Library Director to combine the City of Manitowoc Employee Policy Manual (EPM) with the Library Policy Manual. In the attached draft version of the Manual, Library policies have been incorporated into the City EPM within the document wherever possible. However, some policies applied exclusively to Library employees and procedures and could not be incorporated into our Policy, so those policies are listed in Addendum B. In addition to incorporating the Library policies, the following are the proposed revisions to the Employee Policy Manual:

- Article II – Clarified definitions of employees
- Article III – Defined break periods, clarified schedule changes and call-in language
- Article V – Clarified step-up pay language
- Article IX – Added language allowing Department Heads and Human Resources the ability to offer an increased PTO schedule upon hire.
- Article XII – Updated language to clarify premium contributions to both City plan and other plans elected by employees
- Article XIV – Updated language for new performance evaluation process
- Article XXVII – Added language about secondary employment for employees working less than 20 hours per week.
- Article XXXIV – Updated with new Compensation Plan language, revised our Safety Glasses program.
- Addendum A – Updated with July 1, 2018 Compensation Plan
- Addendum B – Library policies
- Addendum C – Grievance Procedure Procedures

The Library Board approved the changes on February 26, 2018. The recommendation is to approve the revised EPM and to have it effective on July 1, 2018. Upon Common Council approval of the new Employee Policy Manual, Human Resources will notify all employees of the changes and will have copies of the updated Manual available on the Intranet and in the Human Resources Department.