



# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)



**DATE:** September 11, 2019  
**TO:** Personnel Committee  
**FROM:** Jessie Lillibridge, HR Director  
**RE:** Employee Policy Manual Revisions

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Following are the proposed revisions to the Employee Policy Manual:

- Article IV – Clarified the language to comply with our new Compensation Plan.
- Article V – Removed job posting language to allow for more flexibility in promoting internal candidates.
- Article XI – Added language requested by the Mayor to address Emergency Conditions
- Article XII – Added clarifying language to mirror the current practices and current health and dental premiums.
- Article XIV – Inserted the newly adopted Performance Management and Compensation language
- Article XXXIV – Moved this section to Article XIV
- Addendum – Updated to include new Compensation structures for exempt and non-exempt employees.

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.

Thank you.