

# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)



**DATE:** March 3, 2017  
**TO:** Personnel Committee  
**FROM:** Jessie Lillibridge, HR Director  
**RE:** Employee Policy Manual Revision

---

Following are the proposed revisions to the Employee Policy Manual:

- Article IV, Section 1 – Revised Section B to comply with our process
- Article IV, Section 2 – Added language regarding direct deposit ACH returns
- Article V, Section 1 – Added language regarding rate changes for employees with new assignments
- Article IX, Section 3 – Added language regarding accrual of leave
- Article X – Added language regarding accrual of leave
- Article XII, Section 7 – Revised language to comply with ACA requirements
- Article XX – Revised to include all tobacco use
- Article XXIX, Section 2 – Added language regarding employees' requirements to monitor City email address
- Article XXXIV, Section 3 – Several revisions to update specific Divisions, shift premium increase to PD Lieutenants to mirror rate of WWTF Operators, increase in safety shoe/boot allowance

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.