

# CITY OF MANITOWOC

WISCONSIN, USA

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**DATE:** February 4, 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 III – Removed language about badges required to be above waist level.
- Article IV – Added clarification that only supervisors shall approve timesheets. This will require a change to permission levels in Springbrook and training for supervisors as admin staff currently handles this task.
- Article VIII – Added language referring employees to the Training, Membership, and Tuition Reimbursement policy for more info on assistance with training/education expenses.
- Article IX –
  - Added language to include a 200 hour level bump at 12 years for the Dept Head group. It appears this was missed when the PTO language was changed in 2015 and currently non-Dept Heads who are salaried receive a bump at 12 years.
  - Added language to document the payout of the old sick leave bank. This is not a change, just stating the way the funds are paid out upon separation.
- Article XII –
  - Added language documenting how long separating employees may remain on city benefits. This is not a change and was discussed at the September 2018 Personnel Committee meeting.
  - Added language indicating employee insurance premium share will be deducted from payroll twice a month.
- Article XXIX – Inserted updated Electronic Communications and Information Systems policy (approved at the October 2018 meeting) along with two clarifications for Library employees.
- Article XXXII – Remove current Drug Free Workplace language (if the new policies pass) and add language to refer to standalone policies.
- Article XXXIV – Revised the Shift Premium section to clarify which specific employees received premiums. Also, added Weed Commissioner pay info for documentation of current practices.
- Article XXXVII – Added the Donation of Leave Policy (approved at the January Personnel/Council meetings).

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.