



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

DATE: November 6, 2023
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Employee Policy Manual Revisions

Following are the recommended revisions to the Employee Policy Manual, mostly to accommodate the addition of the Battalion Chief position. Because this position will work 24-hour shifts, the language needed to be reviewed.

- Article 2: Employment Status – updated definitions.
- Article 9: Paid Time Off –
 - Section 1: Clarified language
 - Section 3: Updated holiday pay language
 - Section 4: Updated sick leave pay language
 - Section 5: Updated extended leave language
- Article 14: Performance Management and Compensation – updated Annual Clothing Allowance.
- Article 19: Personal Appearance – Removed specific guidelines.

Upon Common Council approval of the new Employee Policy Manual, Human Resources will notify all employees of the changes and require signed acknowledgment forms. Copies of the updated Manual will be available on the Intranet and in the Human Resources Department upon request.

Thank you.

HUMAN RESOURCES

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