

*Personnel
2-15-16*

16-0141

RESOLUTION

**EMPLOYEE POLICY MANUAL
COMPENSATION GUIDELINES – STEP INCREASES**

WHEREAS, the City of Manitowoc’s Employee Policy Manual provides continuity and consistency in the operations and the administration of benefits and working conditions for all employees of the City of Manitowoc, and;

WHEREAS, the Personnel Committee has determined a modification of the Employee Policy Manual, Compensation Guidelines, Annual Review, is appropriate to include “Exceptions: step increase of two steps shall be approved through the Mayor and Common Council via resolution with detail justification for the exception”; and,

WHEREAS, the Personnel Committee recommended approval of the modifications to the existing Employee Policy Manual, at a meeting held on Monday, February 1st, 2016.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Common Council of the City of Manitowoc to approve revisions to the Employee Policy Manual to include wage exceptions for moving employees two steps during the annual review process with justification and Mayor and Common Council approval, effective upon passage of this resolution.

INTRODUCED FEB 15 2016 _____

ADOPTED _____

APPROVED _____

Justin M. Nickels, Mayor

This resolution was drafted by Kathleen M. McDaniel, City Attorney

- Fiscal Impact:** n/a
- Funding Source:** n/a
- Finance Director Approval:** /sc
- Approved as to form:** /kmm