



CITY OF MANITOWOC

WISCONSIN, USA

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DATE: December 6, 2021
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Employee Policy Manual Revisions

Following are the recommended revisions to the Employee Policy Manual:

- Article 3: Hours of Work – (Section 2) Clarified that overtime is equal to time-and-a-half and removed comp time as counting toward weekly overtime calculation. (Section 4) Added language to define expectations when approving and using comp time. (Section 6) Streamlined badge language.
- Article 4: Wages – Incorporated language already approved by Personnel Committee in October.
- Article 5: Job Assignments – Updated language to refer to recruitment and backfill process as adopted by Council in April 2021. Also defined current rate of pay for Interim Pay.
- Article 9: Paid Time Off – (Section 2) Clarified language about when holiday pay would be paid for New Year's Eve. (Section 6) Updated language to comply with USERRA language. (Section 9) Clarified language in Volunteering policy.
- Article 12: Benefits– Removed language referring to DPI employees on Central States plans due to moving on to the City health plan.
- Article 14: Performance Management and Compensation – (Section 3) Added language about pay increases for limited time positions. (Section 4) Added shift premium for DPI Crew Leader. Also removed duplicate language related to the Fire Chief clothing allowance.
- Article 19: Personal Appearance – Added language related to personal appearance expectations.
- Article 27: Secondary Employment – Added language requiring employees to inform Human Resources when desiring to have secondary employment.
- Article 29: Electronic Communication and Information Systems Policy – (Section 7) Added language related to used of cell phones and other technology while driving or operating machinery. (Section 9) Added language clarifying approval needed for accessing email records.
- Article 38: Employee Concern Policy – Added language to inform employees about the Fraud Hotline and create an Employee Concern Policy.
- Addendum A: Compensation Table – updated with 2022 Compensation Plan

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

Thank you.