

Personnel
9-19-16

**RESOLUTION
EMPLOYEE POLICY MANUAL
EMPLOYEE BONUS FOR 90 DAY SEPARATION NOTICE**

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

WHEREAS, the Personnel Committee has approved a modification to the Employee Policy Manual, Article IX, Paid Time Off, Section 3, Sick Leave Reserve Banks, changing the language regarding retirement notices from 30 to 90 days, and;

WHEREAS, the Personnel Committee recommended approval of the modifications to the existing Employee Policy Manual, to include an employee bonus of \$500 for 90 day separation notices;

WHEREAS, the Personnel Committee recommended approval of the modifications to the existing Employee Policy Manual, at a meeting held on Tuesday, September 13th, 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 the language change and an employee bonus for 90 days separation notices, effective upon passage of this resolution.

INTRODUCED SEP 19 2016 _____

ADOPTED _____

APPROVED _____

Justin M. Nickels, Mayor

This resolution was drafted by Jessie Lillibridge, Human Resources Director

Fiscal Impact: \$4,013 (estimated 7 retirements per year including benefits)

Funding Source: Human Resources Budget

Finance Director Approval: /sc

Approved as to form: /em