

City of Manitowoc Employee Policy Manual

Recommend to change in EPM:

Section 3. Sick Leave Reserve Banks. (page 11)

- C) Old Sick Leave Bank Employees who have an accrued sick leave balance will have that balance placed in a separate account for future use and/or payout upon layoff, retirement or death. The balance in this account may not exceed 960 hours. This accrued sick leave may be paid out in whole or in part at any time prior to layoff, retirement or death at the sole discretion of the Common Council. There will be no future accrual added to this sick leave balance. Said sick leave may be used for the employee's own personal health care needs or the health care needs of a spouse, registered domestic partner or an immediate family member who resides with and is dependent on the employee for care and support. Management reserves the right to verify the use of sick leave. Employees leaving employment of the City either by choice or dismissal, shall have this sick leave balance cancelled and no payment will be made. The remaining sick leave balance will only be paid out to the employee upon layoff, ~~WRS-qualified~~ retirement (upon reaching qualified age as dictated by WRS) with 30-90 days advance notice to the employee's direct supervisor, or death. Sick leave credits are to be computed by dividing the annual wage or salary by 255 days in order to arrive at the daily wage or salary rate when the employee entered the employee policy manual coverage.

Recommend to add to EPM:

ARTICLE XXXV: NOTICE OF SEPARATION INCENTIVE

Any employee, who has been employed with the City of Manitowoc for at least three years, and gives at least a 90-day notice of resignation or retirement, will receive a \$500 bonus. Only employees who are separating from the City of Manitowoc in good standing are eligible for this benefit.