

CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



DATE: January 4, 2021
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Seasonal Hiring Policy

Attached please find the updated Seasonal Hiring Policy. There are minor changes in the policy itself.

The seasonal rate sheet (Appendix B) is also attached and shows significant redline changes. The reason for this is that we recently updated both of our HR platforms (NeoGov and Kronos UKG) so that all of our positions are named consistently. Additionally, we have developed a numbering system for the job positions, so we can cross-reference the positions between our two platforms. The positions and the rates have not changed, however the names assigned to each position have been changed to reflect our current process.

I'm requesting that the Committee approve the requested changes in preparation for our seasonal hiring process, which begins in February.

Thank you.