



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



DATE: February 3, 2020
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: 2020 Seasonal Hiring Policy Updates

Attached please find a red-lined version of the Seasonal Hiring Policy. The following changes to the policy are being recommended:

- Addition of language discussing the incorporation of the Kronos WFR module into the hiring process.
- Specifying at what point an employee is eligible to move to the next pay grade and where to place employees returning to different seasonal positions.
- Clarifying the hiring managers' responsibilities in the onboarding process.
- Updating Appendix C (seasonal rates) to list the actual positions that are being hired each season.

Additionally, we plan to bring Appendix C – Seasonal Hiring Rates to the June or July Personnel Committee meeting for discussion and approval of any recommended wage rates changes in preparation for the 2021 budget planning process.

My recommendation is to approve the attached revisions for referral and final approval at Council.

Thank you.