

Personnel
6-19-17

RESOLUTION
EMPLOYEE POLICY MANUAL REVISION
PERFORMANCE EVALUATION FORM AND PROCESS
DEPARTMENT HEAD PEER REVIEW FORM

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, Human Resources Director Jessie Lillibridge and the Cities and Villages Mutual Insurance Company have recommended improvements to the City's current Performance Evaluation form, to more effectively administer employee evaluations; and

WHEREAS, at meeting held on Monday, June 5th, 2017, the Personnel Committee has approved modifications to the Employee Policy Manual, to include a revised Performance Evaluation Goal & Development Form and process, and a Department Head Peer Review Form.

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 attached revised Performance Evaluation Goal & Development Form and process, and a Department Head Peer Review Form, effective upon passage of this resolution.

BE IT FURTHER RESOLVED to direct Human Resources to conduct employee educational information meetings to educate employees on the newly revised Employee Policy Manual.

JUN 19 2017

INTRODUCED _____

ADOPTED _____

APPROVED _____

Justin M. Nickels, Mayor

This resolution was drafted by Kathleen M. McDaniel, City Attorney

Fiscal Impact: Budget neutral

Funding Source: n/a

Finance Director Approval: /sc

Approved as to form: /em