



# CITY OF MANITOWOC

WISCONSIN, USA

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**DATE:** August 18, 2025  
**TO:** Common Council  
**FROM:** Jessie Lillibridge, HR Director  
**RE:** Employee Policy Manual Revisions

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Following are the recommended revisions to the Employee Policy Manual:

- Article 8: Training/Expenses –
  - Change approval process from oversight committee to Department Head for all budgeted travel
  - Update language related to travel reimbursements per diems
- **Article 10: Unpaid Leave – Removed language related to the length of time unpaid leave requests may be approved**
- Article 14: Performance Management and Compensation -
  - Addition of language to support lump-sum payment to part-time employees, effective January 2026
- Article 20: Smoking/Tobacco – Update to include vaping.
- Article 29: Electronic Communication and Information Systems Policy – Update phone usage language.

**All of the above recommendations were approved at the Personnel Committee meeting, with the exception of the Unpaid Leave revision. After a brief discussion under one of the items in Closed Session, the Committee authorized the change being recommended be added to the EPM revisions and be brought forward for Council approval.**

Upon Common Council approval of the new Employee Policy Manual, Human Resources will notify all employees of the changes and require signed acknowledgment forms. Copies of the updated Manual will be available on the Intranet and in the Human Resources Department upon request.

Thank you.

## HUMAN RESOURCES

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