

RESOLUTION

**TO RECLASSIFY THE RAHR-WEST VISITOR SERVICES CLERK POSITION
ON THE CITY OF MANITOWOC COMPENSATION PLAN STRUCTURE**

WHEREAS, employees and managers are encouraged to review job descriptions and compensation on an annual basis. If there are recommended changes, Human Resources assists in reviewing and determining if any changes warrant a compensation reclassification review; and

WHEREAS, the Rahr-West Art Museum Executive Director recommended changes to the Visitor Services Clerk position, which will result in moving the position from Grade L2 to Grade L1 on the City of Manitowoc Compensation Plan while maintaining part-time non-exempt status in order to be consistent and achieve internal equity; and

WHEREAS, in reviewing the job description for the Visitor Services Clerk, it was determined that updates were necessary in order to achieve internal equity across City departments, along with maintaining a competitive wage; and

WHEREAS, at a meeting held on December 1, 2025, the Personnel Committee approved a change to the Visitor Services Clerk position on the compensation plan structure and as reflected on the job description.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Manitowoc to approve the reclassification of the Visitor Services Clerk from Grade L2 pay structure to Grade L1 on the City of Manitowoc Compensation Plan, effective January 1, 2026, and instruct staff to amend the compensation plan structure and job description to reflect the reclassification. Employees currently serving in the Visitor Services Clerk role will move to a rate of \$15.00 per hour effective January 1, 2026. No additional performance-based wage adjustments to will be applied beyond this increase.

INTRODUCED_____ ADOPTED_____

JUSTIN M. NICKELS, Mayor

Fiscal Impact:

Anticipated \$4,065.15 increase in total compensation; \$3,890 in salaries and \$175 in fringe benefits based on an average of 286 hours per year per position. Actual amount of expense may vary if hours paid are higher or lower. Increase in compensation expense for reclassification of employees was included in the 2026 Adopted Budget. No additional tax levy is or 2025 budget amendments are being requested.

Funding Source:

General Fund – 1100-53100

Finance Director Approval:

/SMA

Approved as to form:

/EGN

This Resolution was drafted by Eric. G. Nycz, City Attorney