



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

DATE: October 2, 2023
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Employee Policy Manual Revisions

Following are the recommended revisions to the Employee Policy Manual:

- Article 9: Paid Time Off –
 - Section 1: Added PTO schedule for Battalion Chief position
 - Section 3:
 - Clarified that holiday pay would equal 8 hours
 - Eliminated Good Friday holiday
 - Revised New Year's Eve holiday to be full day and permanent
- Article 12: Benefits – Updated language due to Municipal Judge benefit changes approved at August meeting
- Article 14: Performance Management and Compensation –
 - Section 3 & 4: Added language to address compression pay within protective services
- Revised minor language throughout manual for clarification and to address revised employee schedules.

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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