



# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)

**DATE:** June 3, 2024  
**TO:** Personnel Committee  
**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 – removed reference to a non-existent accident reporting policy.
- Article 9: Paid Time Off –
  - Section 1: Added descriptor language (Level 1, Level 2, etc.) to PTO schedule to make administration of leave offers more efficient.
  - Section 2: Added language related to Battalion Chiefs to Birthday leave language.
- Article 12: Benefits – Removed language related to taxability of employee contributions to the pension.
- Article 14: Performance Management and Compensation –
  - Section 3: Removed language relating to the implementation of the 10-year lump sum.
  - Section 4: Added Zoo employees to employees eligible for Safety Glasses reimbursement and changed procedural language for submissions of Safety Glasses reimbursements.
- Article 15: Formal Discipline – removed language per direction from City Attorney in order to mirror federal law.
- Article 27: Secondary Employment – added language requiring employees with secondary jobs to fill out form and submit to Human Resources.
- Article 39 (new): Artificial Intelligence – Added language to address use of generative artificial intelligence by City employees.

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

CITY HALL ■ 900 QUAY STREET ■ MANITOWOC, WI 54220

PHONE: (920) 686-6993 ■ FAX: (920) 686-6999

[WWW.MANITOWOC.ORG](http://WWW.MANITOWOC.ORG) ■ EMAIL: [HUMANRESOURCES@MANITOWOC.ORG](mailto:HUMANRESOURCES@MANITOWOC.ORG)