

RESOLUTION

TO REVISE EMPLOYEE POLICY MANUAL

WHEREAS, the City of Manitowoc’s Employee Policy Manual provides continuity and consistency in the operations and the administration of benefits and working conditions for all employees of the City of Manitowoc; and,

WHEREAS, at a meeting held on December 2nd, 2024, the Personnel Committee found that the modifications to the Employee Policy Manual in the attached revised Employee Policy Manual are appropriate and recommended the adoption thereof.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Common Council of the City of Manitowoc, to approve the recommended modifications to the City of Manitowoc’s Employee Policy Manual, effective upon adoption of this resolution.

BE IT FURTHER RESOLVED to direct Human Resources to implement the new provisions effective immediately, to notify employees of the changes to the Employee Policy Manual, and to have copies of the updated Manual available on the Intranet.

INTRODUCED _____ ADOPTED _____

Justin M. Nickels, Mayor

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| Fiscal Impact: | Revision to Article 9: Paid Time Off, Section 3 “Holidays” fiscal impact is indeterminate at this time due to the number of occurrences being unknown. It is anticipated to be an increase in expense for the City. Addition of Article 40: Employee Personal Relationships and revision to Addendum B, Section 1 of “Paid Time Off” appears to be minimal fiscal impact. No additional tax levy or 2024 budget amendments needed. |
| Funding Source: | General Fund |
| Finance Director Approval: | /SMA |
| Approved as to form: | /EGN |

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