



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

DATE: December 1, 2025
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Employee Policy Manual Revisions

Following are the recommended revisions to the Employee Policy Manual:

- Article 8: Training/Expenses/Travel -
 - Incorporation of language from Training, Membership, and Tuition Reimbursement Policy.
- Article 9: Paid Time Off -
 - Addition of language to support awards of additional PTO to non-represented employees to recognize excellent performance and significant contributions.
- Article 14: Performance Management and Compensation -
 - Clarification on moving employees to the 5-Year rate.
 - Addition of language to support new compression pay procedure for non-represented protective service employees.
- Addendum A-City Compensation Table -
 - Revised Compensation Plan reflecting the 2026 increase (3%), the elimination of three vacant positions, and the reclassification of the RWAM Visitor Services Clerk.

Upon Common Council approval of the revised Employee Policy Manual, Human Resources will notify all employees of the changes and require electronically-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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