



Memorandum

To: Manitowoc Library Board of Trustees
From: Karin Adams, Executive Director
Re: Employee Policy Manual Revisions
Date: January 26, 2026

Following are the recommended revisions to the Employee Policy Manual:

- **Article 8: Training/Expenses/Travel – page 2**
 - **Section 1:** Incorporation of language from Training, Membership, and Tuition Reimbursement Policy.
- **Article 14: Performance Management and Compensation – page 3**
 - **Section 3:** Clarification on moving employees to the 5-Year rate.
- **Addendum “B” Library – page 4-7**
 - **Floating Holidays:** Addition of language to support awards of additional Float days to non-represented employees to recognize excellent performance and significant contributions. (page 5)
- **Addendum A-City Compensation Table – new City Compensation Plan attached**
 - Revised Compensation Plan reflecting the 2026 increase (3%), the elimination of three vacant positions, and the reclassification of the RWAM Visitor Services Clerk.

These revisions were approved by the Common Council at the December 15, 2025, meeting.

Upon Library Board 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.



ARTICLE 8: TRAINING/EXPENSES/TRAVEL

Section 1. Training. The City encourages the professional development of employees that supports the employee and the City and serves to enrich the professional development of other employees. Prior approval of the Department Head must be obtained before any employee attends off site meetings, conferences, training sessions, institutions, workshops, seminars, or special classes. Employees should submit their travel request as early as possible and obtain their supervisor's written authorization for the trip. The travel request must contain the following information:

1. Employee's name
2. Destination
3. Purpose of the trip/benefit to the employee and City
4. Dates of departure and return
5. Type of transportation requested
6. Supervisor's written approval

When a request is approved, the employee's reasonable and related registration, transportation, lodging and meal expenses will be covered by the City.

Out-of-state training and/or travel requires approval of the employee's Department Head and must be included in the annual adopted budget. Employees, along with employee's Department Head, must complete and sign the [Out of State Travel Training Request form](#) and submit to the Finance Department for verification prior to the out-of-state training and/or travel occurring..

For Library employees, out of state travel/training approval is required from the Library Director.

Requests for out-of-state training or travel that are not included in the annual budget must be approved by both the employee's oversight committee and the Department Head.

Employees are responsible for maintaining required and necessary certification statuses and seeking appropriate recertification when necessary. [Each department maintains a training budget which](#)

[Department Heads may choose to use to support employees in obtaining required licenses or certifications.](#) All requests for reimbursement for certification and recertification and any applicable training and courses must be presented to the Department Head for approval according to the process stated above.

[Employees are generally responsible for paying professional membership dues. However, City departments may cover these costs if the department head approves, adequate funds are available in their budget, and the membership provides a direct benefit to City operations.](#)

~~[Please refer to the City of Manitowoc's Training, Membership, and Tuition Reimbursement Program for information on educational assistance available to qualified City employees.](#)~~



ARTICLE 14: PERFORMANCE MANAGEMENT AND COMPENSATION

Section 3. Compensation Guidelines

After an employee has worked in a grade for five years, the following January, they will automatically be moved to the 5-Year Rate (midpoint) of the compensation structure grade. Any evaluation year that the employee received an overall “Inconsistent” rating will not count toward the five-year calculation.

When eligible, employees will either move to the 5-Year Rate or receive the wage adjustment as approved by Council, whichever is greater. If the percentage increase of moving to the 5-Year Rate is less than 2.5%, the employee will still receive a performance increase for that year. If the percentage increase is 2.5% or more, there will generally be no additional increases given for performance.

However, if an employee is rated “Exceptional,” they will be given an additional 1% increase in addition to moving to the 5-Year Rate.



ADDENDUM "B" LIBRARY

LIBRARY BOARD

The Manitowoc Public Library Board (MPL) of Trustees has the final and sole responsibility for the establishment of all personnel policies governing the staff of Manitowoc Public Library. The Library Director has responsibility for administering all personnel policies governing the staff of Manitowoc Public Library including the responsibility to hire as put forth in the Wisconsin Statutes 43.58 which states that "the library board shall supervise the administration of the public library and shall appoint a librarian, who shall appoint such other assistants and employees as the library board deems necessary, and prescribe their duties and compensation." This document is subject to revision or amendment upon action of the Library Board of Trustees.

HIRE OR PROMOTION OF CLOSE RELATIVE

No close relative of any Manitowoc Public Library employee shall be hired or promoted by Manitowoc Public Library unless such hiring or promotion shall be approved by the Board of Trustees. The term "close" relative shall mean any spouse, parent, child, grandchild, grandparent, brother, sister, niece, nephew, brother-in-law, sister-in-law, son-in-law, or daughter in-law. Relative shall also include a step relation.

PAID TIME OFF

Section 1. Vacation Time Off. Eligible employees will be provided annually with personal time off while meeting the operational needs of the Library according to the appropriate schedule below. To assist in recruiting the best candidate for vacant positions, Department Heads may work with the Executive Director to offer an increased and/or accelerated Vacation schedule to potential candidates, if warranted. Personal time off will accrue and become available on a pro-rata basis each payroll cycle. All time off requests must have prior approval from the employee's direct supervisor. Paid time off benefits are pro-rated for part-time employees working less than 80 hours per pay period. Part-time employees working less than 40 hours per pay period are not eligible for paid time off benefits.

Vacation time must be scheduled in advance and approved by a supervisor/manager.

A) Non-Exempt (Hourly) Employees

1 st thru 5 th year	80 hours
6 th thru 10 th year	120 hours
11 th thru 20th year	160 hours
After 20 years	200 hours

B) Exempt (salaried) and professional librarian employees

1st through 3rd year	80 hours
4th through 10th year	120 hours
11th through 20th year	160 hours
After 20 years	200 hours



Employees who terminate employment will receive payment at the employee's regular rate of pay for all accrued, unused and available vacation and floating holidays, provided the employee gives their direct supervisor proper written notice two weeks in advance in the event of their voluntary termination, or 30 days advance notice in the event of retirement.

At no point in time will an employee be allowed to exceed 115% of allotted vacation time off. All time off exceeding 115% will be cancelled and no payment made.

As of the date of application of the above schedule to existing employees, no existing employee will have a reduction in their current personal time off accrual. An employee so affected will be frozen at their current level until such time as they are eligible to advance through years of service according to the applicable schedule above, and will then continue according to that schedule.

Section 2. Personal/Float Day for Birthday. Effective January 1, 2023, eligible employees will be provided with one paid day (8 hours, pro-rated for part-time) off for their birthday. The day off must be used during the calendar year and will not be paid out if unused. Days taken off must be approved by managers. These hours will be added to the employee's Floating Holiday bank.

Section 3. Holidays.

Holiday closing schedules are established by the Manitowoc Public Library (MPL) Board of Trustees.

- Eligible employees will receive the following paid holidays: New Year's Day, Spring Holiday (1/2 day), Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve at a pro-rated basis.
- If the holiday falls on what would normally be the employee's day off during the week, the employee shall receive another day off.

Floating Holidays

- All eligible employees receive 3 days (24 hours) of floating holidays per year on a prorated basis.
- Floating holiday hours are to be used as personal leave days and must be used in the calendar year in which they are granted.
- Floating holiday time may be used in $\frac{1}{2}$ hour increments.

Department Heads are authorized to grant one-time, additional Float hours to employees who exceed expectations, provide service beyond normal job expectations, or make significant contributions to departmental or City goals.

- **Department Heads may grant up to eight hours of one-time additional Float to an eligible employee for each qualifying instance of outstanding performance.**
- **Awards of Float must be documented in writing, including a brief justification outlining the employee's contribution and the date the Float is granted. Documentation is to be forwarded to Human Resources.**
- **Any one-time Float award exceeding eight hours requires prior written approval from the Library Director.**



- Department Heads seeking to grant additional Float to the same employee on more than two occasions within a calendar year require prior written approval from the Library Director.
- Special awarded Float must be used during the calendar year, will not be paid out if unused, and does not count toward the weekly overtime calculation.

Human Resources shall maintain records of all Float granted under this policy.

Section 4. Sick Leave

- Sick leave is time off with pay for periods of illness or incapacity resulting from non-occupational injury, as well as for medical, dental, or optical examination or treatment which cannot reasonably be obtained at times other than during the working day.
- Sick leave may be used only for the illness of the employee or if the employee's presence is required for an ill family member living in the same household except as required by law.
- Employees are expected to make every effort to obtain treatment and schedule appointments during non-work time.
- Employees absent from work due to illness in their immediate family requiring the employee's care should refer to the Family Medical Leave Act.
- All use of sick leave is subject to verification by supervisor/manager
- A return to work verification and/or fitness for duty as may be required by the Library will be required for any medical procedure or illness that may impede an employee's ability to perform required tasks.
- An employee must report their absence prior to the start of their work day to their supervisor/manager or if unavailable the Business Office Coordinator.

Sick Leave Accruals

- Sick leave shall be accumulated by staff at a rate of 6 hours per month and pro-rated for employees working less than 40 hours per week.
- Sick leave accruals cannot exceed 960 hours.
- Employees may convert unused sick time into float time at a rate of 8 to 1 (8 hours of sick in exchange for 1 hour of float). Time converted from sick to float cannot be paid out. It must be used for time off.
- Time converted from sick to float must be used 30 days prior to separation of employment.

Sick Leave Payout

All sick leave payout is based on the employee's current wage.

Employees are eligible for payout up to 480 hours of sick leave when leaving employment under the following conditions:

- Due to retirement (eligible for and granted a WRS annuity)
- Due to layoff, reorganization or other involuntary reasons



Employees are eligible for up to 50% of accrued sick leave pay, not to exceed 240 hours under the following conditions:

- Due to voluntary termination by the employee

Employees are ineligible for sick leave payout under the following conditions:

- Due to termination for cause by the Library

EMERGENCY CONDITIONS

In the event of the closing of Manitowoc Public Library, information will be made available, first and primarily, on our website. It may also be available through local media outlets such as Facebook, WCUB and WOMT/WQTC. Managers will make an effort to contact the staff involved. Staff are also encouraged to contact their supervisor if they have questions.

Employees are expected to work their regular schedule whenever the library remains open. In order to maintain safety for employees and the general public, the Library Director has the sole discretion to close Manitowoc Public Library in the event of emergency conditions or hazardous weather. If the Library Director makes such an order, department managers are responsible for communicating with their staff and designating what staff must report. If any employee is required to stay home under this order, they will receive pay for the time they would have worked that day.