



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

DATE: August 4, 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 –
 - Change approval process from oversight committee to Department Head for all budgeted travel
 - Update language related to travel reimbursements per diems
- Article 14: Performance Management and Compensation -
 - Addition of language to support lump-sum payment to part-time employees, effective January 2026
- Article 20: Smoking/Tobacco – Update to include vaping.
- Article 29: Electronic Communication and Information Systems Policy – Update phone usage language.

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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