

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 August 4, 2025, 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

Fiscal Impact:	For the majority of the revisions, the fiscal impact will be minimal. The revision of adding language to support lump-sum payments to part time employees is anticipated to have a fiscal impact of \$11,250 for fiscal year 2026 and will be contemplated in the forthcoming budget proposal. No current tax levy or 2025 budget amendments.
Funding Source:	Not Applicable
Finance Director Approval:	/SMA
Approved as to form:	/EGN

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