

wearing of the identification badge creates a safety hazard. An exemption may only be granted by the Department Head in consultation with Human Resources.

Badges must be returned to the Human Resources Department upon separation of employment. Any questions pertaining to Identification Badge Procedures should immediately be addressed with the department manager or Human Resources department.

Employees are individually responsible for their assigned identification badges. If lost or damaged due to the employee's actions, the employee may be responsible for the replacement. Cost of replacement is \$5 per badge. If the identification badge is lost or damaged, the employee should notify their supervisor. The supervisor must contact Human Resources to arrange for a replacement to be made.

ARTICLE 4: WAGES

Section 1. Wage Schedules. The City is prohibited from engaging in collective bargaining with general municipal employees on any form of compensation except for total base wages. Premium pay, merit pay, automatic pay progressions and any other form of supplemental compensation may be considered, but not bargained, by and with the City, and in the case of library employees, the Library Board of Trustees. The City may bargain with units comprised exclusively of public safety or transit employees in accordance with 2011 WI Acts 10 & 32 on any mandatory and/or permissive subject of bargaining. The base wages for all represented employees are subject to negotiation.

- A) Addendum "A" contains the compensation table, showing hire, 5-Year, and max rate for all exempt and non-exempt positions not governed by a labor contract. Per the Compensation Plan language in Article XIV, the 5-Year rate ~~will~~ may be adjusted based on the data received in the annual compensation survey. Employees who previously received longevity payments will be frozen at that longevity payment amount for the duration of their continuous employment. Employees not currently on the longevity schedule and employees hired after January 1, 2012 are not eligible for longevity payment. Library employees not currently on the longevity schedule and library employees hired after January 1, 2014 are not eligible for longevity payment.
- B) Wages for the positions of Mayor, Alderperson, and Municipal Judge are as established by the Common Council.
- C) Wages for seasonal positions are as detailed in the "Seasonal Hiring Policy." Wages for Library seasonal positions are set by the Manitowoc Public Library (MPL) Board of Trustees.
- D) Wages for other positions are as established in collective bargaining agreements.

Compensation will be paid for all work performed. "Off the Clock" work is strictly prohibited. All work performed outside of a regular schedule requires advance approval by the direct supervisor. Any employee who works overtime without approval will be disciplined up to and including termination. This provision does not apply to exempt employees.