



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

DATE: June 2, 2025
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Prorated 10-Year Lump Sum for Part-Time Employees

In 2023, the City implemented a mechanism intended to acknowledge employees who have shown a long-term commitment to providing services to the citizens of Manitowoc. As a result, benefit-eligible, non-represented employees with 10 years of service receive a one-time lump sum payment of \$2,500 on January 1 of the year following their 10-year anniversary. This benefit is currently offered to employees who work full-time and library employees working 20 hours per week or more.

In evaluating the process, we are making a recommendation to revise the policy so that part-time employees are also recognized.

The revised policy would state that employees hired to work 20 or more hours per week would continue to be eligible for the \$2,500 lump sum and employees hired to work 19 or less hours per week would be eligible for a \$1,250 one-time lump sum. The payments would be made effective January 1 of the year following the 10-year anniversary.

In January 2026, anyone with at least 10 years of service would receive the award, and it would then be part of the policy moving forward.

This is being brought forward for approval at this time to ensure that appropriate budgetary funds are allotted toward these initiatives during the budget planning process.

Thank you.