

**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 December 1, 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 \_\_\_\_\_

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Justin M. Nickels, Mayor

<b>Fiscal Impact:</b>	For the revision to Article 8, Article 14 and Addendum A, fiscal has been appropriated in the 2026 Adopted Budget. For revision to Article 9, Paid Time Off, of adding special awarded PTO, the fiscal impact is indeterminate at this moment; however, appears minimal due to the PTO needing to be used in the calendar year awarded, will not be paid out upon separation of employment, and does not count toward the weekly overtime calculation. No current tax levy or 2025 budget. amendments.
<b>Funding Source:</b>	General Fund
<b>Finance Director Approval:</b>	/SMA
<b>Approved as to form:</b>	/EGN

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