CITY OF MANITOWOC

EMPLOYEE POLICY MANUAL

Effective October 2016

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INTRODUCTION: PURPOSE, APPLICATION AND GENERAL STATEMENT

The purpose of this manual is to provide continuity and consistency in the operations and the administration of benefits and working conditions for all employees of the City of Manitowoc (City). All employees are required to ensure that the City complies with its obligations under federal and state laws as they may be amended.

This manual is not a contract for employment.

These policies do not cover every situation which may conceivably occur, and may be modified as the need arises. Further, these policies do not supplant State or Federal law, City ordinances, or union agreements. If there is a conflict, the State or Federal law, City ordinance, or Union agreement will prevail. A copy of this Employee Policy Manual is available for review in the Mayor's Office, Department Managers and online.

This manual is a starting point in addressing core operating policies and procedures and, as such, is subject to change and modification with or without notice. The City of Manitowoc Common Council has the right to application and interpretation of this policy.

It is each employee's responsibility to read and become familiar with this information and to follow the policies, procedures, rules, and regulations.

No individual has the authority to alter or modify this policy manual, create a contract, or enter into an agreement whether in written, oral, or implied form that is in conflict with this policy manual. Any and all modifications and/or exceptions to this policy must be by official action of the City of Manitowoc Common Council.

DISCLAIMER-This Employee Policy Manual has been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, expressed or implied.

ARTICLE I: THE ROLE OF MANAGEMENT

Certain rights and responsibilities are imposed by state and federal laws and regulations. Many of these rights and responsibilities have implications for policies and procedures governing employment. For this reason, management reserves any and all management rights regarding employees' employment status.

Management, for the purpose of this Employee Policy Manual, is defined as the respective department head and/or his/her designee.

The role of management includes, but is not limited to, the right to:

A) Manage and direct employees;

B) Hire, promote, schedule, transfer and assign employees;

C) Lay-off and recall employees;

D) Discharge employees or take disciplinary action;

E) Schedule overtime as required;

F) Develop position descriptions;

G) Assign work duties;

H) Introduce new or improved methods or facilities or change existing methods or facilities and;

I) Direct all operations of the City

ARTICLE II: EMPLOYMENT STATUS

Section 1. Definitions. All employees are "at will" employees. That is, employees have the right to terminate employment at any time, with or without notice, and for any or no reason at all. Likewise, management has the right to terminate employment at any time, with or without notice, and for any or no reason at all except for an unlawful reason.

A) Non-Exempt Full-time employees are those employees regularly scheduled to work a 40 hour workweek for an indefinite period of time and are eligible for benefits.

B) Exempt Full-time employees are those employees whose position is classified as "Exempt" in accordance with the Fair Labor Standards Act. Employees in exempt positions regularly work in excess of 40 hours per week for an indefinite period of time and are eligible for benefits.

C) Part-time employees are those employees regularly scheduled to work at least 20 but less than 40 hours per week for an indefinite period of time with allowed benefits offered on a pro-rata basis.

D) Casual, Seasonal and Temporary employees are those employees scheduled to work for a defined period of time and/or less than 20 hours per week and are not eligible for benefits.

Section 2. Exempt Status. Employees who are exempt in accordance with the Fair Labor Standards Act are not eligible for overtime. If you have any questions or concerns regarding your exempt status, or you believe a deduction has been made from your pay that is inconsistent with your salaried status, you should immediately raise the matter with the Director of Human Resources, or the City Attorney, who can assist you in understanding the information that is required in order to investigate the matter.

The City is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time, given all the facts and circumstances. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed, and the City will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

ARTICLE III: HOURS OF WORK/SCHEDULES/OVERTIME

Employees working an 8 hour shift will be granted a minimum of a 30 minute unpaid lunch period. Employees who do not have a permanent work station may be granted a 20 minute paid lunch period in lieu of a 30 minute unpaid lunch period at management's discretion when it is of benefit to the City.

The work cycle for non-exempt sworn police officers and firefighters is on a cycle as posted on the work schedule. The workweek for all other employees is Sunday through Saturday.

Section 1. Schedule Changes. All schedule changes will be made as soon as practicable and before the end of the current shift for changes to the next shift start time whenever possible. Any work performed on a changed schedule with less than a three hour notice prior to the previously scheduled start time will be paid at time and one-half for all time worked outside of the previously scheduled start and end times.

Section 2. Overtime. Management will follow a consistent system for distributing overtime in compliance with the overtime-pay provisions of the Fair Labor Standards Act. note, Selection of individuals for overtime opportunities will be based on employee qualification and capability as it relates to the duties to be performed. Paid leave time will not count as hours worked for overtime purposes. All overtime must be approved in advance by management. Exempt employees are not eligible for overtime. There will be no pyramiding (creation of an overtime situation when such compensable time would otherwise have been at the regular rate of pay) of overtime. Management reserves the right to apply overtime premium pay to overtime pay required under the FLSA. Police Lieutenants are eligible for overtime pay after 8 hours worked in one day.

Section 3. Call-In. Employees called in to work outside of their regular schedule or changed schedule, will receive a minimum of two hours pay at time and one half of their regular rate of pay for all hours worked outside of their regular or changed schedule. Management will determine which employee(s) to call-in depending upon the nature of the work to be performed.

Section 4. Compensatory Time. Compensatory time for additional hours worked may be accrued to a maximum of 40 hours (240 hours for Police Lieutenants) by mutual agreement of management and the employee in advance of performance of the work. Compensatory time will be credited at the equivalent rate of overtime when appropriate. The use of compensatory time will be by mutual agreement between

management and the employee and will not unduly disrupt the operations of the department. All compensatory time not used by the end of the last full pay period of the year will be paid out on the final paycheck of the year (except for Police Lieutenants). An employee may request the payout of compensatory time during any payroll period for payment on the next payroll check, upon written request to Payroll. There will be no compensatory time for exempt employees.

Section 5. Attendance. Regular attendance and punctuality is a business necessity and is expected of all employees. An employee who is not able to report to work as scheduled due to illness or emergency, must notify his/her supervisor as soon as possible prior to the scheduled start time.

Section 6. Badge. The City of Manitowoc recognizes the need to provide proper identification for its employees and other individuals that represent the City to the public and to other City employees. The following guidelines have been established in regard to the administration of the Identification Badge Program in order to provide uniformity among City employees and representatives. The identification badge will be for identification purposes only and will not allow entrance to controlled facilities. All City of Manitowoc employees are required to wear badges at all times while conducting business on behalf of the City of Manitowoc. The City of Manitowoc Identification Badge Program is administered and maintained through the City of Manitowoc Human Resources Department.

Procedures:

All City of Manitowoc employees, including full time, part time, seasonal employees, temporary employees and City representatives will be issued an identification badge. Requests for badges will be forwarded from the manager or Department Head to Human Resources. Requests should be sent in a timely manner within the first 24 hours of hire or need for replacement.

All identification badges will have a consistent logo and format approved by the Mayor's office. Badges are to be worn with City provided lanyards or clips in a way that does not create a safety hazard for the employee. Identification badges should be displayed above waist level and must be in plain sight, not obstructed by clothing. Badges clipped below the waist are not allowed. No alterations or defacement of the badge will be allowed. If the employee desires to use a clip or lanyard other than the standard provided by the City, these must be approved for use by the employee's supervisor prior to usage and purchased at the Employee's own expense.

It is an expectation the employee properly wears their badge while conducting business on behalf of the City. Neglecting to properly display the badge as instructed or repeated issuance of replacement badges may lead to progressive disciplinary measures. Exemptions to this policy may be granted if the 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.

Care and Replacement of Identification Badges:

Employees are individually responsible for their assigned identification badges. If lost or damaged due to the employees actions, the employee may be responsible for the replacement. If the Identification

badge is lost or damaged, the employee should notify their supervisor. The supervisor must contact Human Resources to make arrangements for a replacement to be made.

ARTICLE IV: 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. 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" establishes the wage schedules for all exempt and non-exempt positions not governed by a labor contract. Employees who previously received longevity payments will be frozen at that longevity payment amount for the duration of his/her continuous employment. Employees not currently on the longevity schedule and employees hired after January 1, 2012 are not eligible for longevity payment.

B) Wages for the positions of Mayor, Alderperson, and Municipal Judge are as established by Resolution of the Common Council.

C) Wages for seasonal positions are as detailed in the "Seasonal Hiring Policy."

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.

Wage schedules will generally be reviewed annually by the Personnel Committee and adjustments will be made as authorized solely by the Common Council. Wage schedules subject to the negotiation process in accordance with 2011 WI Acts 10 & 32, will be approved by the Common Council as part of the contract ratification process.

Section 2. Payroll. Payroll is by direct deposit on alternating Thursdays on a bi-weekly basis for the previous two weeks except in the rare case of unforeseen circumstances beyond the City's control. Each employee is responsible for accurate reporting of his/her compensable time during each payroll period. It is the City's policy to comply with applicable wage and hour laws and regulations. If you believe your compensation and/or deductions were not appropriate for a given payroll period, it is your responsibility to notify your direct supervisor immediately. Employee requests for adjustments to paid time off balances due to reporting errors must be brought to the attention of the supervisor before the end of the next payroll period, or no adjustment will be made. The City reserves the right to make necessary adjustments due to errors or omissions whether reported timely by the employee or not.

ARTICLE V: JOB ASSIGNMENTS/VACANCIES

Section 1. Job Transfers, Temporary Assignments and Promotions. Temporary and permanent job transfers, assignments and promotions will be based on operational needs and on the employee's relative ability, experience and other qualifications as determined by management. Such transfers, assignments, and promotions will not be made arbitrarily or capriciously.

Temporary assignments will normally not exceed five business days and an employee will receive his/her regular rate of pay for the time spent in a temporary assignment. Department heads may grant "step-up" pay for advanced ability temporary assignments between six business days and thirty calendar days, subject to available funding within the respective departmental budget. Any "step-up" pay for advanced ability assignments which exceed 30 calendar days and/or where departmental funding is not available, must be approved by the Personnel Committee.

Section 2. Job Vacancies and Posting. Human Resources will provide notification of job openings and opportunity for employees to apply for open positions.

When management determines that a vacancy or new position will be filled, approval from the Oversight Committee and the Personnel Committee is required. Following the approval, Human Resources will post a notice of such vacancy or new position for a minimum of 7 calendar days. The posting will include the date the position is to be filled, title of position, requirements, rate of pay and benefits. Management determines whether and when to recruit outside applicants.

All employees who meet the minimum qualifications for the position, and who submit an application to Human Resources for said posting may be given the opportunity to interview for the position. All employees who interview for a position will be notified of selection outcome.

ARTICLE VI: LAYOFF

Management may lay off employees, in whole or in part, and retain those employees who are most qualified to perform the available work, regardless of length of employment.

The needs of the City and past performance will be considerations in management's determination of which employees will be laid off. All layoffs are classified as permanent or temporary. Management may give preference to qualified laid off employees in filling future vacancies.

COBRA will be offered to eligible employees who are laid off.

ARTICLE VII: EMPLOYEE RECORDS

Section 1. Personal Information Changes. The Payroll Department must be notified of any changes in your name, home address, telephone number, marital status, name or number of dependents, number of

tax exemptions, insurance classification, beneficiary changes, individuals to be contacted in case of emergency and any other necessary information within 30 days of the effective date of change. (This information is necessary as it may affect your dependent's eligibility for medical insurance and other important matters.)

Section 2. Personnel Files. Reasonable access to personnel records will be allowed in accordance with current laws and regulations. Any/all personal medical information will be secured in an area separate from the Personnel File, with strictly controlled and limited access, in order to protect confidentiality.

Employees, and other authorized viewers of records, will have the authority to review and copy at a rate of 25 cents per page, but not remove or alter Personnel Files. Appointments must be scheduled in advance with Human Resources. If an employee disagrees with any information in his/her personnel file, the employee may submit a written statement to Human Resources explaining his/her position which will be included in the file.

ARTICLE VIII: TRAINING/EXPENSES

Section 1. Training. The City encourages the professional development of employees that supports the employee and the City and serves to enrich the professional development of other employees. Prior approval of the department head must be obtained before any employee attends off site meetings, conferences, training sessions, institutions, workshops, seminars or special classes. The employee must submit a request indicating pertinent details of the professional development opportunity including the benefit to the employee, the City, and other employees, a list of expenses anticipated and a summary of compensability of work time. When a request is approved, the employee's reasonable and related registration, transportation, lodging and meal expenses will be covered by the City.

Out-of-state training and/or travel requires approval of the Personnel Committee in addition to that of the department head.

Employees are responsible for maintaining required and necessary certification statuses and seeking appropriate recertification when necessary. All requests for reimbursement for certification and recertification and any applicable training and courses must be presented to the department head for approval according to the process stated above.

Section 2. Business Related Expenses. The City will reimburse employees for reasonable authorized business expenses incurred as part of the employee's job duties while on assignment away from the workplace. In order to be eligible for reimbursement, all expenses and requests for reimbursement must be approved in advance by the department head.

An employee should contact his/her department head for guidance and assistance related to ordering items, travel arrangements, expense reporting, reimbursement and other issues. Employees are expected to limit expenses to reasonable amounts and the City will only reimburse up to the actual reasonable authorized amount of expenses incurred. Expense reports and receipts must be detailed, accurate and submitted to the City within 30 calendar days of the date of the expense. Employees must not engage in abuse of this expense policy or falsify or materially omit information in expense reports. Meal reimbursements are limited to and consistent with those offered by the State of Wisconsin Office of

State Employment Relations Pocket Travel Guide available at
http://dma.wi.gov/DMA/hr/state/docs/Travel_Guidelines_chart-15.pdf.

Section 3. Business Travel/Mileage. Unless otherwise authorized, all employees are expected to utilize the most cost effective method for travel while conducting the City's affairs. An employee who uses his/her personal vehicle for authorized City business will be compensated for mileage at the current Internal Revenue Service rate. Use of the City's vehicle, or a City leased vehicle, for personal use is prohibited. Employees are required to adhere to all laws, rules and regulations related to driving while driving for City business. The Mayor and Director of Public Infrastructure will each receive a $300.00 monthly auto allowance in lieu of using a City vehicle, vehicle lease expenses and mileage reimbursement for travel within the City limits.

Employees using their personal vehicle for City business will be reimbursed at the current IRS mileage reimbursement rate.

Employees involved in an accident while on City business must promptly report the incident to his/her department head, who shall report it to the City Attorney.

Employees who are required to maintain a driver's license, including those with endorsements, as a requirement of his/her position, are not guaranteed continued employment if he/she losses such license and/or endorsements.

ARTICLE IX: PAID TIME OFF

Section 1. Personal Time Off. Eligible employees will be provided annually with personal time off while meeting the operational needs of the City according to the appropriate schedule below. Personal time off will accrue and become available on a pro-rata basis each payroll cycle. All time off requests must have prior approval from the employee's direct supervisor. Part-time employees will accrue personal time off on a pro-rata basis.

A) Non-Exempt Employees

During the 1st year of service	80 hours
After 1 year of service	120 hours
After 4 years of service	136 hours
After 7 years of service	160 hours
After 10 years of service	168 hours
After 11 years of service	176 hours
After 12 years of service	184 hours
After 13 years of service	192 hours
After 14 years of service	200 hours
After 19 years of service	240 hours
After 21 years of service	248 hours

B) Exempt employees, except the Department Heads, Fire and Police Chiefs and Deputies

During the 1st year of service	128 hours
After 1 year of service	128 hours
After 2 years of service	144 hours
After 4 years of service	168 hours
After 7 years of service	176 hours
After 10 years of service	192 hours
After 12 years of service	200 hours
After 14 years of service	208 hours
After 19 years of service	248 hours
After 24 years of service	264 hours

C) Department Heads, Police Chief, Fire Chief and Deputy Chiefs

During the 1st year of service	128 hours
After 1 year of service	168 hours
After 5 years of service	180 hours
After 9 years of service	192 hours
After 14 years of service	216 hours
After 19 years of service	256 hours
After 24 years of service	280 hours

D) Police Captains and Police Lieutenants

During the 1st year of service	88 hours
After 1 year of service	152 hours
After 10 years of service	176 hours
After 15 years of service	200 hours
After 20 years of service	240 hours

Employees who terminate employment will receive payment at the employee's regular rate of pay for all accrued, unused and available personal time off, provided the employee gives his/her direct supervisor proper written notice two weeks in advance in the event of his/her voluntary termination, or 30 days advance notice in the event of retirement.

At no point in time will an employee be allowed to exceed 115% of allotted personal time off. All time off exceeding 115% will be cancelled and no payment made.

As of the date of application of the above schedule to existing employees, no existing employee will have a reduction in his/her current personal time off accrual. An employee so affected will be frozen at his/her current level until such time as he/she is eligible to advance through years of service according to the applicable schedule above, and will then continue according to that schedule.

Section 2. Holidays. Holidays are identified to establish a consistent procedure for scheduling business closure except in situations where staffing is required for emergency and maintenance operations. The following holidays will be observed: New Year's Day, ½ Day on Friday preceding Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day. When a holiday falls on a Saturday, the holiday will be observed on the Friday immediately preceding. When a holiday falls on a Sunday, the holiday will be observed on the following Monday. When Christmas Day falls on a Saturday, the preceding Thursday will be observed for Christmas Eve and the preceding Friday will be observed for Christmas Day. Any non-exempt employee who is scheduled to work on any of the above holidays will be compensated at the rate of time and one half for work performed on the actual holiday, the day preceding Easter and the day after Thanksgiving are not considered holidays and will not be compensated as such. Such employees will also receive payment for the observed holiday at straight time in lieu of time off for the specified holiday.. Employees reporting to work on a "call-in" basis on an observed holiday will receive time and one-half for all hours worked for a minimum of two hours and will also receive payment for the holiday at straight time.

Section 3. Sick Leave Reserve Banks.

A) Use. Employees will be provided with reserve sick leave banks to address their own personal health care needs or the health care needs of a spouse, registered domestic partner or an immediate family member who resides with and is dependent on the employee for care and support. One day of sick leave may be used for absences which exceed three consecutive work days in duration. Sick leave may be used for absences which qualify as federal and/or state Family and Medical Leave Act protection. All use of sick leave is subject to verification.

B) Reserve Bank Accrual. Employees will be granted 10 days of sick leave per calendar year. Employees hired after January 1 will be granted sick leave on a pro-rata basis the first year of employment. Unused sick leave will be placed in a "bank" which will be available to the employee for future use, until such time as the "bank" has a maximum accumulated total of 10 weeks of paid time off (e.g. 400 hours for full-time, 40 hour per week employees). There will be no accrual of sick leave in this bank beyond 10 weeks of leave. Unused sick leave in this bank will be cancelled upon termination (e.g. resignation, retirement, layoff, death, dismissal) and no payment will be made.

C) Old Sick Leave Bank Employees who have an accrued sick leave balance will have that balance placed in a separate account for future use and/or payout upon layoff, retirement or death. The balance in this account may not exceed 960 hours. This accrued sick leave may be paid out in whole or in part at any time prior to layoff, retirement or death at the sole discretion of the Common Council. There will be no future accrual added to this sick leave balance. Said sick leave may be used for the employee's own personal health care needs or the health care needs of a spouse, registered domestic partner or an immediate family member who resides with and is dependent on the employee for care and support. Management reserves the right to verify the use of sick leave. Employees leaving employment of the City either by choice or dismissal, shall have this sick leave balance cancelled and no payment will be made. The remaining sick leave balance will only be paid out to the employee upon layoff, retirement (upon reaching qualified age as dictated by WRS) with 120 days advance notice to the employee's direct supervisor, or death. Sick leave credits are to be computed by dividing the annual wage or salary by 255 days in order to arrive at the daily wage or salary rate when the employee entered the employee policy manual coverage.

Section 4. Bereavement. In the event of the death of a member of an employee's immediate family, the employee will be granted up to three days of leave without loss of pay, if scheduled to work, to make necessary funeral arrangements and attend the funeral. Immediate family includes spouse, registered domestic partner, child, step-child, parent, step-parent, parent-in-law, sister, brother, sister/brother-in-law, step-sister/brother, grandparent and grandchild.
Note: A spouse's sibling's spouse is not included and a spouse's grandparent is not included.

Section 5. Jury Duty. Jury duty leave will be granted to those employees who have been summoned and are required to report to jury duty. Employees must give as much advance notice as possible of their intended absence for jury duty. When an employee is not attending jury duty during the workday, he/she must report to work. Employees will be compensated their regular wages for each day of jury duty served, up to a maximum of 30 calendar days per year, when scheduled to work, provided the employee remits proper verification from the bailiff and compensation received for such duty (exclusive of travel pay or actual expenses) within three days of receipt thereof. Requests for Jury Duty leave in excess of 30 calendar days may be granted by the Personnel Committee.

Section 6. Family Medical and Military Leave.

WISCONSIN FMLA

Any employee who has worked for more than 52 weeks and a minimum of 1,000 hours is eligible for unpaid leave under Wisconsin's Family and Medical Leave Act (§103.10, Wis. Stats.). However, the employee may, but is not required to, substitute definite and quantifiable paid leave benefits for unpaid leaves under the state law (e.g., paid vacation). Employees who have elected Short-Term Disability Insurance will be covered while on Wisconsin FMLA. The use of such leave will only be allowed in accordance with the applicable collective bargaining agreement in place, or the Employee Policy Manual when there is no collective bargaining agreement which addresses the issue.

The amount of unpaid leave available in a calendar year pursuant to Wisconsin's law is presently as follows:

A. **Family Leave**

1. Up to a maximum of six weeks per 12-month period for the birth or adoption of a child. The leave must begin no earlier than 16 weeks before estimated birth or placement and no later than 16 weeks after birth date or placement of the child.

2. Up to a maximum of two weeks leave per 12-month period to care for a child, spouse, parent, parent-in-law, domestic partner [as defined in Wis. Stat. § 40.02(1) and § 770.01(1)], or domestic partner's parent who has a serious health condition.

   Total maximum time for #1 and #2 is eight (8) weeks per twelve (12) month period.

B. **Medical Leave**

1. A maximum of two weeks per 12-month period for the employee's serious health condition.

[NOTE: "Serious health condition" means a disabling physical or mental illness, injury, impairment, or condition which requires inpatient care in a hospital, nursing home or hospice, <u>or</u> outpatient care that requires continuing treatment or supervision by a health care provider.]

<u>FEDERAL FMLA</u>

Any employee who has worked for more than 12 months and a minimum of 1,250 hours is eligible for unpaid leave under the Federal Family and Medical Leave Act of 1993. An employee will be required to substitute definite and certain allowable paid leave benefits for unpaid leave. However, if an employee has elected Short-Term Disability Insurance, they will not be required to substitute paid leave while covered under Short-Term Disability. The use of such leave will only be allowed in accordance with the applicable collective bargaining agreement in place, or the Employee Policy Manual when there is no collective bargaining agreement which addresses the issue.

The federal law provides 12 weeks of unpaid leave during a 12-month period (calendar year) for any covered purpose, which are:

a. The birth and first year care of a child or a child who has been placed with the employee for adoption or foster care.

b. To care for a child, spouse or parent who is suffering from a serious health condition.

c. For a serious health condition of the employee that makes the employee unable to perform his or her job duties.

d. Because of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on covered active duty or call to covered active duty as a member of the Armed Forces, National Guard, or Reserves.

The federal law also provides for 26 weeks of unpaid leave during a single 12-month period in the case of covered service member caregiver leave because the employee is the spouse, child, parent or next of kin of a covered service member with a serious injury or illness. This 12-month period begins on the first day the eligible employee takes leave for this purpose.

[NOTE: A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.]

Note, any Worker's Compensation time off will calculate concurrent with FMLA time off.

INTERMITTENT LEAVE

Under some circumstances, employees may take FMLA leave on an intermittent basis. Intermittent leave may be taken in the smallest increment allowed by the City for any other type of leave.

a. Federal leave based on a birth or child placement may only be taken intermittently on a reduced leave schedule if the City agrees;

b. State family leave for birth/placement or care of a child, spouse, parent or parent-in-law with a serious health condition may be taken as partial absences from employment if scheduled so as not to unduly disrupt the City's operations.

c. Federal leave based on a serious health condition of an employee, employee's child, spouse or parent may only be taken intermittently or on a reduced-leave schedule when medically necessary, unless the City agrees otherwise.

d. Federal leave due to a qualifying exigency may be taken on an intermittent basis as needed.

e. State medical leave for self may be taken in non-continuous increments as medically necessary.

f. Leaves will be granted in hourly increments or less as may be specified in policies or labor agreements. If it is physically impossible for an employee using intermittent leave to commence or end work midway through a shift, the entire time the employee is forced to be absent shall be designated as FMLA leave.

g. Employees shall make a reasonable effort to schedule medical treatments so they do not unduly disrupt current operations and they shall provide the City with reasonable advance notice.

Note, any Worker's Compensation time off will calculate concurrent with FMLA time off.

BENEFITS

The City is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. If applicable, in addition to paying their portion of health insurance premiums, employees shall be required to pay the full cost of continuing their life insurance, disability insurance, etc. during leave. If an employee fails to return to work for a reason other than the serious health condition of the employee or the employee's immediate family member, or other reason beyond the employee's control, the employee will be required to reimburse the City for the employee's cost of these benefits while the employee was on unpaid leave.

NOTICE

Both state and federal law provide that the employee requesting family and medical leave has an obligation to provide reasonable advance notice to management, when practicable, of the nature and extent of any leave requested. In any event, employees will always have a duty to cooperate with management in arranging and processing leave requests under the state and federal laws to avoid undue disruption of the City's operations. The City requests that 30 days advance notice be provided whenever possible.

To receive FMLA leave, an employee must complete an FMLA leave request form. If an employee is unable to do so because the need for leave was not foreseeable, a request may be made verbally. Supervisors are not to discuss medical conditions or leave requests with employees, but are to forward them to Human Resources. Human Resources shall evaluate the request and provide a response to the employee approving or denying the request and providing the employee with a "Notice of Eligibility and Rights & Responsibilities (Family and Medical Leave Act)" and a "Designation Notice (Family and Medical Leave Act)" within five (5) business days, absent extenuating circumstances, of the employee's request. If Human Resources needs additional information to determine whether a leave is being taken for an FMLA-qualifying reason, Human Resources may wait until it has received the requested information from the employee and then notify the employee whether the leave will be designated as FMLA leave with the "Designation Notice" within five (5) business days, absent extenuating circumstances, after obtaining the information.

All qualifying leave will be designated as FMLA when appropriate.

The City may require employees to provide medical certification supporting the need for leave due to a serious health condition, second or third medical opinions (at the City's expense), periodic recertification, and periodic reports during FMLA leave regarding the employee's status and intent to return to work. A medical certification form must be presented by the employee within fifteen days of

being asked to do so by the City. A return to work form from a physician will, in most cases, be required in the case of an employee's serious illness, injury, work-related injury (worker's compensation) or illness which has caused a prolonged absence from work, or if the employee's supervisor reasonably determines for the sake of safety that a medical authorization is advisable.

The City may require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. The City may require an employee seeking FMLA leave due to a serious injury or illness of a covered service member to submit a certification providing sufficient facts to support the request for leave.

PAYROLL REPORTING

All qualifying leave must be recorded as FMLA for payroll time reporting purposes.

UPON RETURN TO WORK

Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. FMLA leaves shall not be counted as absences for disciplinary purposes.

CONFORM WITH EXISTING LAWS

This policy does not provide any further benefits than those provided by the family and medical leave laws. Any change in the law will impact upon the operation of this policy by modifying its provisions to conform to the law.

Section 7. Voting Leave. Employees will be allowed to use Personal Time Off (PTO) to vote during work hours.

Section 8. Volunteering Time Off

The purpose of this program is to promote volunteerism in the local community. The City recognizes the value of volunteering to personally support and serve the community which we live and work. This policy has been drafted to give employees the opportunity to volunteer during work hours.

Eligibility:
Regular full-time and part-time employees after 90 days employed

Program Details:

- **Up to 4 hours per calendar year** are available to eligible employees after 8 hours of volunteer service on the employee's own time
- The organization being volunteered at must be an IRS-approved 501(c)(3) or 509(a)(1)(2)(3)
    - Examples: Volunteer at Peter's Pantry, Girl Scouts, Boy Scouts, Junior Achievement, Red Cross, Big Brothers/Big Sisters

    - Not all 501(c)(3) or 509(a) organizations will qualify due to the City's non-discrimination policy
- The pay rate will be the employee's regular rate of pay
- The time off must be used during regularly scheduled work hours and pre-approved by the employee's supervisor
- The hours worked are not subject to overtime rates
    - The hours are similar to other non-working hours (vacation, sick time, PTO) and do not count as hours worked for any purpose
- If the employee does not remain at the volunteer organization for the full amount of time scheduled, the employee will not be paid
- Hours not used in the calendar year do not carry over to the next calendar year
- The City reserves the right to revoke the program at any time for any reason

Procedure:

- Fill out time off request
- Obtain approval from your supervisor, with at least a ten working day notice prior to needing the time off to volunteer
- Use code 422 on the timesheet to track unpaid volunteer time
- Use code 423 on the timesheet to track paid volunteer time

Volunteer time off may not be used for organizations that discriminate based on creed, race, religion or sexual orientation, conduct political activities, promote violence or create a conflict of interest with the City of Manitowoc.

ARTICLE X: UNPAID LEAVE

Requests for unpaid leaves of absence for up to seven calendar days, for justifiable and necessary medical or personal reasons may be granted at the discretion of the Department Head. Requests for unpaid leaves of absence greater than seven calendar days must be submitted to the Personnel Committee for approval. Unpaid leave of absence will not exceed 30 calendar days without re-approval by the Personnel Committee. If at any point in time the employee is not expected to qualify for the duties of the position within a reasonable period of time, employment will be terminated. Unpaid leaves of absence granted for more than seven calendar days will cause the proration of benefits with credit for hours worked, if applicable, during such leave. All available leave must be exhausted before the use of unpaid leave. However, if an employee has elected Short-Term Disability Insurance, they will not be required to exhaust paid leave while covered under Short-Term Disability.

ARTICLE XI: EMERGENCY CONDITIONS

In the event of the closing of a work site, information will be made available through the local radio stations, the cable channel and the City web-site. Conditions affecting only the ability to commute will generally not be considered a reason for closing a facility. Employees who do not report to work or

leave the work site early out of concern for personal safety, or because the facility is closed, will generally be given the option of using unpaid time or Personal Time Off.

ARTICLE XII: BENEFITS

Section 1. Health Insurance. Those employees who qualify will be offered coverage with the City paying 87.5% and the employee paying 12.5% of the premium, except the Police Chief and Deputy Chief who follow the Police Patrol Union Contract premium shares. City retirees can continue coverage in accordance with the health plan document with the retiree paying 100% of the published premium for retirees. The current plan is detailed in the "Central States Health and Welfare Fund," the "City of Manitowoc Health, Dental, Vision and Wellness Plan" or the "City of Manitowoc Health Plan (with preventative or enhanced dental) effective April 1, 2012" documents for all other employees, as determined by the Common Council and respective labor agreements. Commencement of health insurance coverage is contained within the applicable health plan document.

The employee share of the premium will be paid through payroll deduction.

Section 2. Life Insurance. Eligible employees may participate in life insurance made available through the Wisconsin Retirement System in the amount of his/her annual salary rolled up to the next $1,000. The employee will pay the first month's premium with the City paying the remainder annually for basic coverage. Additional life insurance is available at the employee's sole expense. Detailed information is available in the Payroll Department.

Section 3. Flexible Spending Plan. In accordance with Section 125 of the Internal Revenue Code, the City offers a flexible spending plan. Detailed information is available in the Payroll Department.

Section 4. Employee Assistance Program. The City offers a confidential Employee Assistance Program (EAP) at no cost to the employee. Employees and immediate family members are eligible to use the EAP. Detailed information is available in the Human Resources Department.

Section 5. Pension. Once eligible for coverage under the Wisconsin Retirement System (WRS), coverage is mandatory and an employee may not "opt out" of WRS, unless the employee is a current annuitant of WRS, in accordance with WRS regulations. Employees, except the Police Chief and Deputy Chief, who follow the Police Patrol Union Contract employee pension contribution percentage. Employee contributions are pre-tax.

Protective services employees hired after July 1, 2011, will contribute (as of the date of expiration of the current collective bargaining agreement) the employee share of the required contribution as established by the Wisconsin Retirement System.

Section 6. COBRA. The level of benefits offered to those who qualify for coverage will be offered as determined by applicable state and federal regulations.

Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and subsequent amendments to the Act, employees covered under the group health care plan are eligible

for continuation of health care coverage under the group plan upon the employee's termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the employee's spouse and covered dependents to elect continuation coverage upon the employee's death, divorce or legal separation, an employee's entitlement to Medicare, a dependent's loss of dependent status under family coverage, or the City's filing of a bankruptcy proceeding.

All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins, whichever is later. If a qualifying event occurs which entitles the employee and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Continued participation is solely at the participant's expense.

Section 7. Influenza Immunizations. The City will provide an influenza immunization clinic annually by the City's choice of vendor. The cost of the immunization will be shared equally by the employee and the City.

Section 8. Registered Domestic Partners. For purposes of all benefits granted to City of Manitowoc employees arising from their employment by the City of Manitowoc, the State-registered domestic partner of an employee shall be treated identically to the spouse of an employee, except where prohibited by law.

ARTICLE XIII: CHAIN OF COMMAND

Should an employee have concerns regarding the activities of others not specifically addressed in a policy, the chain of command should be followed. The organizational chain of command begins with an employee's immediate supervisor. Areas of concern should initially be addressed with the direct supervisor. If the employee has concerns he/she feels is not appropriately addressed by the supervisor, the employee may then discuss the concerns with the employee's department head. Should the employee not be satisfied with the outcome of the discussion with the department head, the employee may then address the issue with the Mayor. Following addressing concerns with the Mayor, the employee may present his/her concerns to the appropriate department's Oversight Committee.

ARTICLE XIV: PERFORMANCE REVIEWS

Employee work performance will be reviewed on an annual basis by the employee's immediate supervisor. If an employee believes that a performance review is needed and/or past due, the employee should discuss the matter with his/her immediate supervisor or Human Resources.

Performance Evaluations may be considered in decisions affecting placement, salary adjustment, overtime assignments, promotions, transfers, demotions, corrective action or dismissal, re-employment and training.

It is the policy of the City of Manitowoc to administer a Performance Evaluation Program which will: help assess an employee's work performance and effectiveness; allow the employee and supervisor to

set relevant goals, objectively review goals; suggest constructive action for improvement, suggest action for employee development; and provide positive feedback in areas of excellence.

DISCUSSION
The Human Resources Representative shall be responsible for the overall administration and oversight of the employee Performance Evaluation System and shall advise/assist employees, management, and department directors to insure that evaluation procedures are handled according to the provisions of this policy.

PROCEDURE
Each calendar year, Employees and their Supervisor/Manager shall collaboratively develop and set goals for the Employee based on the respective job description. Goals will be developed in alignment with goals already set by the City. Three to five employee goals shall be identified. The employee goals shall be reviewed and approved by the Employee's Supervisor/Manager and the department Director. One to three department goals will be identified, approved, and included in the Employee's Performance Evaluation as well. Department goals will be provided for reference and guidance in setting individual goals. The respective position will also have relevant competencies assigned by the rating Supervisor/Manager. Said competencies will be those selected from the provided competency library and identified as crucial to possess in order to satisfactorily perform said position. The Employee and the Supervisor/Manager will also work together to identify one to two Individual Development Objectives intended to improve areas of competency gaps or to develop talents supporting the Employee's career path. Individual Development Objectives will be reviewed and may reflect in the final evaluation score depending on the discretion of the supervisor/manager.

Mid – year: Each Employee shall meet with his/her respective Supervisor/Manager at approximately mid-year to discuss mid-year milestones towards meeting individual and departmental goals, competencies, and development objectives. Both parties may note comments on the form to discuss progress or lack of progress. Goals may be modified at this time if necessary. Goals may only be modified if approved by Supervisor/Manager, Director of department, and Human Resources. Reasons for the modified goal must be documented and attached to the evaluation form.

Year – End: Employees shall meet with their supervisors to review their goals and performance for that year. The rating supervisor/manager and the employee shall evaluate each goal based on the following ratings: Above Expectations, Meets Expectations, and Below Expectations. Both the rating supervisor/manager and the Employee shall indicate their own respective comments for each goal as to how each goal was accomplished. Rating Supervisors/Managers are required to include year-end comments. Employees may make year-end comments if they wish. The rating supervisor/manager will document the employee's year end results as; above expectations, meets expectations, below expectations or not applicable. The Employee and the rating Supervisor/Manager are required to sign the final year-end form. The form will then be forwarded first to the director of the department and ultimately to Human Resources for review and approval. The signed, reviewed, and approved performance evaluation shall become a part of the Employee's permanent record.

All responses and ratings on the Performance Evaluation must be typed to insure responses are legible.

Other reviews: A special review of the Employee's goals may be completed if it is anticipated the employee will have a change to their direct Supervisor/Manager.

All parties must sign the Performance Evaluation form prior to the form being accepted for final approval.

If an Employee is supervised by more than one supervisor/manager, the rating manager/supervisor will be designated at the beginning of the evaluation period. Relevant feedback from the non-rating Supervisor/Manager will be required at the mid-evaluation time frame and the year ending performance evaluation time and will be incorporated jointly into the Employee's Evaluation.

Supervisors/Managers will discuss any problematic areas they are aware of, and that may arise during the Performance Evaluation meeting with Human Resources before discussing the evaluation with the Employee.

Human Resources may intermittently audit and or review any or all Performance Evaluations at any time during the evaluation time period for completeness, relevance, legality, or any other reason deemed necessary by Human Resources.

Managers who do not complete the performance review process for their reporting staff will be subject to discipline.

DEFINITIONS:

A) Performance Evaluation Form: The form used to primarily (but not exclusively) facilitate the process of relevant employee performance discussion, performance adjustments, talent development. Performance Evaluation feedback may be utilized at the discretion of the City and/or employee.

B) Rating Supervisor/Manager: The rater shall be the Employee's direct Supervisor/Manager.

C) Employee's Goals: Goals developed collaboratively between the Employee and the Supervisor/Manager.

D) Departmental Goals: Goals developed collaboratively between the Directors and Mayor.

E) Competencies: Skills and Abilities identified as crucial to the successful performance of a position.

F) Individual Development Objective: An Employee Development plan developed collaboratively between the employee and supervisor/manager to facility competency and talent development

All employees will follow the review cycle based upon the month they are hired.
See the chart below.

- All employees hired between September and May will receive a review and consideration for an increase on their 1st year anniversary, annually in July thereafter.

- All employees hired between June and August will receive a review and are eligible for the annual merit process in July.

Annual Review Cycle - Hired by Month

Year of Employment	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1st Year	Jan Annv	Feb Annv	Mar Annv	Apr Annv	May Annv	**July Annual**	**July Annual**	**July Annual**	Sep Annv	Oct Annv	Nov Annv	Dec Annv
2nd + Year(s)	July	July	July	July	July	July	July	July	July	July	July	July

ARTICLE XV: FORMAL DISCIPLINE

Disciplinary action against employees may be taken for violations of standards of conduct, violations of policies and procedures, or for unsatisfactory work performance. Disciplinary action will only be taken after a full investigation and after giving the employee an opportunity to respond to any and all allegations.

The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, discipline will be corrective in nature. At management's sole discretion, various types of employee discipline may be imposed which include, but are not limited to, the following: documented verbal warning, written warning or suspension. None of these disciplinary measures are required to be used before discharge from employment occurs nor are the listed disciplinary actions required to be used in any specific order. Management may repeat disciplinary action.

Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the City. The following is a list of examples of behavior which would normally justify disciplinary action.

A) Fraud in securing employment

B) Incompetency

C) Inefficiency

D) Unauthorized absences

E) Repeated absence or tardiness or improper use of leave

F) Neglect of duty

G) Insubordination or willful misconduct

H) Dishonesty

I) Assuming duties with controlled substances, alcohol, or intoxicants in your system; or possession or use of alcohol, intoxicants or controlled substances during working hours

J) Conviction of a felony or misdemeanor, the circumstances of which are substantially related to the duties performed

K) Negligence or willful damage to property

L) Discourteous treatment of the public or fellow employees

M) Failure to obtain and maintain a current license or certification as required by law or the City

N) Failure to maintain effective working relationships with other employees or the public

O) Sexual or other unlawful harassment

P) Workplace violence

Q) Violation of any lawful order, directive, policy, or work rule

The offenses listed above are not intended to be all-inclusive, and discipline or discharge may occur for any other reason depending upon the seriousness of the offense and the particular circumstances involved.

All discipline will be documented with a copy provided to the employee and a copy placed in the employee's personnel file. The employee has a right to attach his/her comments to the documented discipline and may have a right to the appeal process as detailed in the "City of Manitowoc Grievance Procedure for Employee Terminations, Discipline and Workplace Safety Policy".

ARTICLE XVI: WORKPLACE SAFETY AND INJURIES

Any unsafe practice or condition affecting persons, property or equipment must be reported immediately to a supervisor. Should a hazardous situation exist, safety concerns take precedence over continuing operations. Refer to the City of Manitowoc Grievance Procedure for Termination, Discipline and Workplace Safety as adopted by the Common Council. An employee who identifies a new way to improve workplace safety should make the recommendation known to his/her supervisor.

Section 1. Injury Reporting. Injuries which occur in the workplace must be reported immediately to the employee's supervisor. Medical attention should be sought as situations dictate. The supervisor is responsible for assisting the employee in filing a worker's compensation first report of injury claim.

Section 2. Light Duty. Light duty assignments will be made available for an employee with medical restrictions on a limited term basis when management determines such work is available.

Section 3. Worker's Compensation. Treatment for injuries which occurred at the workplace and were determined to be covered by worker's compensation should be communicated to human resources, department management, and the City Worker's Compensation insurance carrier. Employees must make a good faith effort to make all treatment appointments during non-scheduled work hours. If appointments are not available, pre-approval from the department manager is required to attend during scheduled work time.

ARTICLE XVII: DEPARTMENTAL WORK RULES

Management may impose department specific work rules in addition to those listed in this Policy.

ARTICLE XVIII: DRIVER'S LICENSE/VEHICLE REQUIREMENTS

Employees who are required to drive vehicles as a function of their position must possess a valid driver's license with all required endorsements. The City is not required to find alternative work for an employee who does not maintain the appropriate licensure. Employee's using their own vehicle for City business are required to carry auto insurance as required by the State of Wisconsin. An employee who drives either a City vehicle or their own vehicle to perform the functions of his/her position, must immediately report any traffic citation received to his/her immediate supervisor.

ARTICLE XIX: PERSONAL APPEARANCE

Employees are expected to dress in a professional manner befitting their jobs with due consideration to the needs of the City, the perception of the public, vendors, and fellow employees. All employees must be well groomed. Unkempt appearance can offset many other fine qualities and can negatively affect the City's image.

Clothing or accessories with political or other messages , as well as sweat pants, low-cut tops, short skirts, torn or ripped clothing, shorts, mini-skirts, tank tops, halter tops, flip-flops and any other clothing that may disrupt the workplace or create a safety hazard is unacceptable.

Department heads may establish specific dress code requirements for individual departments based solely on safety (allow shorts on extreme temperature days when performing non-hazardous duties). All protective clothing such as safety glasses, safety shoes, hard hats, hearing protection, etc., must be worn during required activities.

ARTICLE XX: SMOKING

Smoking is not permitted at any time in City facilities or City owned vehicles.

ARTICLE XXI: BULLETIN BOARDS

The City will keep employees informed about activities through posting on bulletin boards. The City website, specifically the Intranet and Employee Web Portal, will be used for such posting.

ARTICLE XXII: ASSOCIATION ACTIVITY

Association activity should be conducted outside of the work day. The Business Manager or Staff Representative may be granted prior permission by the employee's supervisor to meet with the employee during the workday if necessary. Permission will be granted in a non-discriminatory manner.

ARTICLE XXIII: POLITICAL ACTIVITIES

Employees are free to engage in political activity outside of work hours. When engaging in political activity or engaging in discussion of issues of public importance, an employee is expected to ensure that his/her personal actions and positions are not attributed to the City. City resources may not be used for promoting a particular candidate or political party or for advocating a particular position on an issue that has become identified as the viewpoint of a particular candidate or party. City resources include office supplies, employees on City paid time, electronic equipment including e-mail, facsimile and photocopying machines, bulletin boards and other publicly owned spaces. (Use of bulletin boards requires authorization of the Mayor's designee and is off-limits to public use.)

Political activities must be conducted independent of your role as an employee.

ARTICLE XXIV: FACILITIES AND EQUIPMENT USE

Facilities and equipment owned by the City of Manitowoc are for the specific purpose of its operations when providing services as a municipal government. Personal use of facilities and equipment is strictly prohibited with the exclusions of fitness equipment, the firing range and the DPW Shop as detailed in the DPW Shop Use Policy

ARTICLE XXV: GIFTS AND FAVORS

No official or employee may solicit or accept from any person or organization, directly or indirectly, anything of value that could reasonably be expected to influence his/her actions or judgment, or could reasonably be considered a reward for action or inaction.

ARTICLE XXVI: SOLICITATION

In order to maintain a work environment that protects employees from undue interference while performing their duties, employees may not orally solicit or distribute written materials for any organization, fund, activity or cause to other employees in work areas or while either employee is on working time.

ARTICLE XXVII: SECONDARY EMPLOYMENT

Employment with the City by full-time and part-time employees should be considered the employee's primary employment. Secondary employment with other entities must not conflict with the duties of the employee. The City has prior call upon the services of its employees regardless of any conflict with secondary employment. An employee who engages in secondary employment must clearly define himself or herself as an employee of the secondary employer and not act or present himself or herself as an employee or agent of the City. The employee may not use City resources for the purposes of their secondary employment, including City email accounts. The City may terminate the employment of an employee whose secondary employment may interfere with the performance of his/her work, where a conflict exists, where the interests of the City are impacted as a result of the secondary employment, or where such employment or conduct negatively affects the image of the City or employees. An employee will not be permitted to work for another employer while on a leave of absence or while absent for illness from the City. An employee who desires to hold secondary employment while employed by the City must obtain the permission of his/her department head to maintain both sources of employment. Should the employee's department head change, the employee must seek approval from the new department head.

ARTICLE XXVIII: COMMUNICATIONS AND CONFIDENTIALITY

Communication is a joint responsibility shared by the City and employees. No information concerning the internal operations of the City, including, but not limited to, the release of records of the City, may occur except through, and with the permission of, the designated records custodian. Requests for information made to employees, whether on or off duty, must be referred to the records custodian.

Because of an employee's responsibilities at the City, an employee may have access to confidential City, resident, personnel or other sensitive information. This may include, but is not limited to, information concerning a resident's financial status, the City's business practices, including purchasing and negotiating strategies and employee records. This sensitive information cannot be disclosed to any personnel who do not have a legitimate business need to know, or to such persons outside of the City unless appropriately released by the records custodian. Official City business is confidential unless the records custodian determines otherwise.

The City acknowledges the right of its employees, as citizens, to speak out on issues of public concerns. When those issues are related to the City, however, the employee's expression must be balanced against the interests of the City. In situations in which the employee is not engaged in the performance of professional duties, the employee should state clearly that his/her expression represents personal views and not necessarily those of the City.

ARTICLE XXIX: ELECTRONIC COMMUNICATION AND INFORMATION SYSTEMS POLICY

SECTION 1 - ELECTRONIC COMMUNICATION

1.1 PURPOSE

To better serve our citizens and give our workforce the best tools to do their jobs, the City of Manitowoc ("City") continues to adopt and make use of new means and methods of communication and information exchange. Many of our employees, officers, elected officials, boards, commissions, committees, contracted and consulting services have access to one or more forms of electronic media and services, including, but not limited to, computers, e-mail, telephones, cellular telephones, pagers, voice mail, fax machines, external electronic bulletin boards, wire services, on-line services, the Internet, the Intranet, and the World Wide Web.

The City encourages the use of these media and associated services because they make communication more efficient and effective and because they are valuable sources of information. However, all employees, officers, elected officials, boards, commissions, committees, contracted and consulting services and everyone connected with the City should remember that electronic media and services provided by the City are City property and their purpose is to facilitate and support City business. No expectation of privacy in regard to use of the City's electronic communication systems shall be expected by any employee, officer, elected official, board, commission, committee, contracted and consulting service in any respect related to accessing, transmitting, sorting, use or communicating information via communication systems.

This policy cannot provide a rule to cover every possible situation. The purpose of this policy is to express the City's philosophy and set forth guidelines governing the use of electronic media and services. By adopting this policy, it is the City's intent to ensure the electronic communication systems are used to their maximum potential for business purposes and not used in a way that is prohibited, disruptive, offensive to others, or contrary to the best interest of the City.

The following procedures apply to all electronic media and services that are:

- Accessed on or from City premises;
- Accessed using City computer equipment, virtual private network (VPN), telephones, cell phones, pagers, fax machines, e-mail, Internet and World Wide Web, or via City paid access methods; or
- Accessed by any means which identifies the individual as acting for or on behalf of the City or in any way identifies the City.

1.2 ORGANIZATIONS AFFECTED:

This policy applies to the entire City government including its departments, offices, officers,

elected officials, boards, commission, committees, City employees and contracted and consulting services (e.g. MPU I.T. department).

1.3 POLICY:

It is the policy of the City to follow this set of procedures for the use of electronic communication media and services of whatever kind and nature, currently in existence and use and hereafter placed in service by the City or any electronic communication media or service personally owned and used for City of Manitowoc business purposes.

1.4 REFERENCES:

Electronic Communications Privacy Act of 1986 (18 U.S.C. §§ 2510-2711); Wis. Stats. §947.0125.

1.5 PROCEDURES:

1.5.A. ACCESS and AUTHORITY

1. Each Department Head shall determine which employees in their department shall have access to the various media and services, based on business practices and necessity and which shall have authority to communicate on behalf of the City. A written document listing those who shall have access and the means of access authorized shall be maintained by the Department Head.

2. The provisions of this Policy shall apply to the use of City owned/provided equipment or the use of computer or portable memory devices owned by an employee, officer or elected official for conducting City business and/or services from home or other locations off City premises. City-owned equipment (e.g. lap tops) may be removed from City premises solely for City work related purposes pursuant to prior authorization from the Department Head.

1.5.B. PROHIBITED COMMUNICATIONS

3. Electronic media shall not be used for knowingly transmitting, retrieving or storing any communication that is:

    a. For personal use on City time (e.g. sports, pools, games, shopping, jokes, cartoons, correspondence or other non-business-related items/documents), except as otherwise allowed under Section 1.5C;

    b. Discriminatory or harassing;

    c. Derogatory to any individual or group;

d. Obscene as defined in Wis. Stat. §944.21;

e. Defamatory or threatening; or

f. Engaged in for any purpose that is illegal or contrary to the City's policy or business interests

1.5.C. PERSONAL USE

1. Except as otherwise provided, electronic media and services are provided by the City for employees' business use during City time. Limited, occasional or incidental use of electronic media (sending or receiving) for personal nonbusiness purposes is permitted as set forth below:

   a. Personal use is limited to breaks, lunch or immediately before/after work;

   b. Personal use must not interfere with the productivity of the employee or his or her co-workers;

   c. Personal use does not involve any prohibited activity (see Section 1.5, B, b-f);

   d. Personal use does not involve large file transfers or otherwise deplete system resources available for business purposes.

2. City telephones and cellular phones are to be used for City business. However, brief, limited personal use is permitted during the work day. Personal long distance calls using land lines are prohibited except in the case of emergency as per policies set forth in the City Employee Policy Manual and Supervisors Policy Manual.

3. Employees shall have no expectation of privacy with respect to personal use of the City's electronic media or services.

1.5.D ACCESS TO EMPLOYEE COMMUNICATIONS

1. Electronic information created, but not limited to, and/or communicated by an employee, officer, elected official, board, commission, committee, contracted and consulting service using e-mail, word processing, utility programs, spreadsheets, voice mail, telephones, Internet and bulletin board systems, faxes, and similar electronic media may be accessed and monitored by the City. The City respects its employees', officers', elected officials', boards', commissions', committees', contracted and consulting services' desire to work without surveillance. However, the City reserves and intends to exercise the right, at its sole discretion, to review, monitor, intercept, access and disclose all messages created, received or sent over the electronic communication systems for any purpose including, but not limited to cost analysis; resource allocation; optimum technical management of information resources; public record disclosures; and detecting use which is in violation of City policies or may constitute illegal activity. Disclosure will not be made except

when necessary to enforce the policy, as permitted or required under the law, or for business purposes.

2. Any such monitoring, intercepting and accessing shall observe any and all confidentiality regulations under federal and state laws.

1.5.E. SECURITY/APPROPRIATE USE

1. Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services shall respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by the City Attorney and Human Resources Director and at least two of the following: the employee's Department Head, the Mayor or Council President they are prohibited from engaging in, or attempting to engage in:

    a. Monitoring or intercepting the files or electronic communications of other employees, officers, elected officials, boards, commissions, committees, contracted and consulting services or third parties;

    b. Hacking or obtaining access to systems or accounts they are not authorized to use;

    c. Using other people's log-ins or passwords without that person's consent; and

    d. Breaching, testing or monitoring computer or network security measures.

2. No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

3. Electronic media and services shall not be intentionally used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

4. Anyone obtaining electronic access to other organizations', business', companies', municipalities' or individual's materials shall respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright owner.

   Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services must understand that the unauthorized use or independent installation of non-standard software or data may cause computers and networks to function erratically, improperly, or cause data loss. Therefore, before installing any new software or data, users should seek and receive permission from the Electronic Data Processing Department. User must never install downloaded software to networked storage devices without the approval of the Electronic Data Processing Department.

The City's computing facilities automatically check for viruses before files and data which are transferred into the system from external sources are run or otherwise accessed. On computers where virus scanning takes place automatically, the virus scanning software shall not be disabled, modified, uninstalled, or otherwise inactivated. If the user is uncertain as to whether the workstation the user is using is capable of detecting viruses automatically, or the user is unsure whether the data has been adequately checked for viruses, the user shall contact the Electronic Data Processing Department.

Anyone receiving an electronic communication in error shall notify the sender immediately (Obvious spam would be exempt from this policy) . The communication may be privileged, confidential and/or exempt from disclosure under applicable law. Such privilege and confidentiality shall be respected.

1.5.F. ENCRYPTION

Employees shall not assume electronic communications are private. Employees with a business-need to encrypt messages (e.g. for purposes of safeguarding sensitive or confidential information) shall submit a request to their Department Head. When authorized to use encryption by their supervisor and the Department Head, employees shall use encryption software supplied to them by the City. Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services who use encryption on files stored on a City computer must provide their Department Head with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys/codes necessary to access the files.

1.5.G. PARTICIPATION IN ON-LINE FORUMS

1. Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services should remember that any messages or information sent on City provided facilities, to one or more individuals via an electronic network (for example: Internet mailing lists, bulletin boards, and on-line services), are statements identifiable and attributable to the City.

2. The City recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a group devoted to the technical area.

3. Employees are encouraged to include the following disclaimer in all their posting to public forums:

   "The views, opinions, and judgments expressed in this message are solely those of the author. The message contents have not been reviewed or approved by the City of Manitowoc."

4. Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services shall note that even with a disclaimer, a connection with the City

exists, and a statement may be imputed legally to the City. Therefore, employees, officers, elected officials, boards, commissions, committees, contracted and consulting services shall not rely on disclaimers as a way of insulating the City from the comments and opinions they contribute to forums. Instead, employees must limit their discussion to matters of fact and avoid expressing opinions while using the City's systems or city provided account. Communications shall not reveal confidential information and shall not otherwise violate this or other City policies.

1.5.H. POLICY VIOLATIONS.

Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services who violate the Electronic Communications and Information Systems Policy may be subject to discipline, up to and including termination, and may be subject to civil liability and/or criminal prosecution.

SECTION 2 - E-MAIL POLICY

2.1 PURPOSE:

The City provides certain employees, officers, elected officials, boards, commissions, committees, contracted and consulting services with systems to send and receive electronic mail (e-mail) so they can work more productively. E-mail gives employees a useful way to exchange ideas, share files, and keep in touch with colleagues, whether they are located in the next room, another municipal building, or thousands of miles away.

The City's e-mail system is a valuable business asset. The messages sent and received on the e-mail system, like memos, purchase orders, letters, or other documents created by employees in the course of their workday, are the property of the City and may constitute public records. This policy explains rules governing the appropriate use of e-mail and sets out the City's rights to access messages on the e-mail system. No expectation of privacy in regard to use of the City's e-mail system shall be expected by the employee, officers, elected officials, boards, commissions, committees, contracted and consulting services in any respect related to accessing, transmitting, sorting or communicating information via the system.

2.2 ORGANIZATIONS AFFECTED:

This policy applies to the entire City government including its departments, divisions, offices, officers, elected officials, boards, commissions, committees, City employees and contracted and consulting services (e.g. MPU I.T. department).

2.3 POLICY:

It is the policy of the City to follow this set of procedures for the use of the City's e-mail system of whatever kind and nature currently in existence and use, and hereafter placed in service by the City.

2.4 REFERENCES:

Electronic Communications Privacy Act of 1986 (18 U.S.C. §§ 2510-2711); Wis. Stats. §19.21; Wis. Stats. §947.0125.

2.5 PROCEDURES:

2.5.A ACCESS TO EMPLOYEE E-MAIL

1. Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services shall not have any expectation of privacy with respect to messages or files sent, received, or stored on the City's e-mail system. E-mail messages and files, like other types of correspondence and City documents, can be accessed and read by authorized employees or authorized individuals outside the City. The City reserves the right to monitor, review, audit, intercept, access and disclose all messages created, received or sent over the e-mail system. Information contained in the e-mail system shall only be disclosed to the extent permitted by law, for business purposes, or as needed to enforce the policy. Authorized access to employee e-mail by other employees or outside individuals includes, but is not limited to the following:

    a. Access by the City's Electronic Data Processing Department during the course of system maintenance or administration;

    b. Access approved by the employee, the employee's Department Head, or an officer of the City when there is an urgent business reason to access the employee's mailbox.

    c. Access approved by the City Attorney and/or Human Resources Director and at least two of the following: the employee's Department Head, the Mayor or Council President when there is reason to believe the employee/official is using e-mail in violation of the City's policies;

    d. Access approved by the City Attorney in response to the City's receipt of a court order or request from law enforcement and judicial officials for disclosure of an employee's e-mail messages.

2. Except as otherwise noted herein, e-mail should not be used to communicate sensitive or confidential information unless encrypted. Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services should anticipate that an e-mail message might be disclosed to or read by individuals other than the intended recipient(s), since messages can be easily forwarded to other individuals. In addition, while the City endeavors to maintain the reliability of its e-mail system, employees shall be aware that a variety of human and system errors have the potential to cause inadvertent or accidental disclosures of e-mail messages.

a. The confidentiality of any message shall not be assumed. Even when a message is erased or deleted it is still possible to retrieve and read that message.

b. Employees shall understand that electronic mail is a written form of communication, just like a paper letter, memo or other document. Though electronic mail is relatively spontaneous compared with regular mail, employees, officers, elected officials, boards, commissions, committees, contracted and consulting services should take care to use the same level of discretion and forethought before executing electronic messages.

2.5.B. PASSWORDS

Each user accesses the e-mail system by means of a personal log-in name and password, which will be selected by the employee.

1. Passwords are intended to keep unauthorized individuals from accessing messages stored on the system. The failure to keep passwords confidential can allow unauthorized individuals to read, modify, or delete e-mail messages; circulate e-mail forgeries; and download or manipulate files on other systems.

2. The practice of using passwords shall not lead employees to expect privacy with respect to messages sent or received. The use of passwords for security does not guarantee confidentiality. (See Section 2.5.A, "Access to Employee E-mail").

3. Passwords shall never be given out over the phone, included in e-mail messages, posted, or kept within public view.

4. Employees are prohibited from disclosing their password, or those of any other employee, to anyone who is not an employee of the City; and then only on an "as needed" basis.

   Employees also should not disclose their password to other employees, except when required by an urgent business matter (see Section 2.5.A.1(b) of this policy).

2.5.C. PERSONAL USE

The City allows limited, occasional, or incidental personal use of its e-mail system during lunch, breaks or immediately before or after work, subject to the condition that personal use shall not:

- Involve any prohibited activity (see Section 2.5.D.);

- Interfere with the productivity of the employee or his or her co-workers;

- Involve large file transfers or otherwise deplete system resources available for business purposes.

- Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services shall not have any expectations of privacy with respect to personal e-mail system. As e-mail is not private, employees shall avoid sending personal messages that are sensitive or confidential.

2.5.D. PROHIBITED ACTIVITIES

1. Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services are strictly prohibited from sending e-mail or otherwise using the e-mail system in connection with any of the following activities:

    - Engaging in personal matters or entertainment on City time;

    - Engaging in illegal, fraudulent, or malicious activities;

    - Engaging in the unlawful use of the e-mail system as set forth in Section 947.0125 of the Wisconsin Statutes (Unlawful use of computerized communication systems);

    - Sending, viewing or storing offensive, disruptive, obscene, or defamatory material. Materials which are considered offensive include, but are not limited to: any materials which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, race, creed, color, sex, ancestry, religious or political beliefs, marital status, national origin or disability;

    - Annoying or harassing other individuals;

    - Using another individual's account or identity without explicit authorization;

    - Attempting to test, circumvent, or defeat security or auditing systems, without prior authorization;

    - Accessing, retrieving or reading any e-mail messages sent to other individuals, without prior authorization from the individual or Department Head (except persons authorized to access, retrieve or read any e-mail while investigating any possible violation of the policy).

    - Permitting any unauthorized individual to access the City's e-mail system.

2.5.E. CONFIDENTIAL INFORMATION

1. All employees, officers, elected officials, boards, commissions, committees, contracted and consulting services are expected to protect the City's confidential information. Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services shall not transmit or forward confidential information to others,

except when there is a need to know, outside individuals or companies without the permission of their Department Head.

2. The City also requires its employees, officers, elected officials, boards, commissions, committees, contracted and consulting services to use e-mail in a way that respects the confidential and proprietary information of others. Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services are prohibited from copying or disturbing copyrighted material - for example, software, database files, documentation, or articles using the e-mail system.

2.4.F. RECORD RETENTION

The same rules which apply to record retention for other City paper and digital documents apply to e-mail. As a general rule, e-mail is a public record whenever a paper message with the same content would be a public record. If an email message needs to be retained longer than 180 days, it should be archived or saved outside of the email system itself.

The specific procedures to be followed with respect to the retention of e-mail is contained in Section 3, E-Mail Record Retention Policy.

2.5.G. E-MAIL POLICY VIOLATIONS

Employees violating the City's e-mail policy are subject to discipline, up to and including termination. Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services using e-mail system for defamatory, illegal, or fraudulent purposes, and those who break into unauthorized areas of the City's computer system, also are subject to civil liability and criminal prosecution.

SECTION 3 - E-MAIL RECORD RETENTION POLICY

3.1 PURPOSE

The purpose of this policy is to emphasize that certain types of e-mail as defined in Wis. Stats. §19.32(2) are public records. The same rules which apply to record retention and disclosure for other City documents apply to such records.

3.2 ORGANIZATIONS AFFECTED

This policy applies to all of the City of Manitowoc, including its departments, divisions, offices, officials, elected officials, boards, commissions, committees, employees and contracted and consulting services (e.g. MPU I.T. department).

3.3. POLICY

It is the policy of the City to follow this set of procedures for e-mail record retention.

3.4 REFERENCES

Wis. Stats. §16.612, 19.21 et seq., 19.32 and 19.33.

3.5 PROCEDURES:

3.5.A. NATURE OF E-MAIL RECORDS

As a general rule, e-mail is a public record whenever a paper message with the same content would be a public record. See Wis. Stats. §19.32(2) for definition of a record.

3.5.B. COMPONENTS OF AN E-MAIL RECORD

The e-mail record is defined to include the message, the identities of the sender and all recipients, the date, and any non-archived attachments to the e-mail message. Any return receipt indicating the message was received by the sender is also considered to be part of the record.

3.5.C. SAVING AND INDEXING E-MAIL RECORDS

Initially the custodian (that officer, department head, division head, or employee of the City who keeps or is in possession of an e-mail) bears the responsibility for determining whether or not a particular e-mail record is a public record which should be saved and ensuring the record is properly indexed and forwarded for retention as a public record. E-mail which is subject to records retention shall be saved and shall be indexed so that it is linked to the related records in other media (for example, paper) so that a complete record can be assessed when needed. E-mail records to be retained shall be archived to an appropriate form of media. Any officer, elected official, commission, committee, board, department head, division head, or employee of the City may request assistance from the Legal Custodian of records in determining whether an e-mail is a public record. (The Clerk or the Clerk's designee is the keeper of the City records, Department Heads are the keeper of departmental records, the Chief of Police is Legal Custodian of Police Department records to name a few. See Section 19.33, Wis. Stats. which sets forth the legal custodian of a record.)

3.5.D. RESPONSIBILITIES FOR E-MAIL RECORDS MANAGEMENT

Legal Custodian. E-mail records of a City authority having custody of records shall be maintained by the designated Legal Custodian, pursuant to City policy.

Information Services. If e-mail is maintained in an on-line data base, it is the responsibility of the Information Technician to provide technical support for the Legal Custodian as needed. When equipment is updated, the Information Technician shall ensure that the ability to reproduce e-mail in a readable form is maintained. The Information Technician

shall assure that e-mail programs are properly set up to archive e-mail.

3.5.E. PUBLIC ACCESS TO E-MAIL RECORDS

If a Department receives a request for release of an e-mail public record, the Legal Custodian of the record shall determine if it is appropriate for public release, in whole or in part, pursuant to law, consulting with the City Attorney, if necessary. As with other records, access to or electronic copies of disclosable records shall be provided within a reasonable time.

3.5.F. VIOLATION

Employees violating this policy are subject to discipline up to and including dismissal. In addition employees, officers', elected officials', boards', commissions', committees', contracted and consulting services violations of this policy may be referred for civil and/or criminal prosecution, where appropriate.

ARTICLE XXX: DISCRIMINATION, HARASSMENT AND RETALIATION FREE WORKPLACE

It is the policy of the City of Manitowoc that all employees have the right to work in an environment free of all forms of harassment and retaliation. The City will not tolerate, condone, or allow harassment or retaliation by any employee or other non-employees who conduct business with the City. The City considers harassment, discrimination and retaliation of others to be forms of serious employee misconduct. As such, the City shall take direct and immediate action to prevent such behavior and to remedy all reported instances of harassment, discrimination and retaliation. A violation of this City policy can lead to discipline up to and including termination, with repeated violations, even if "minor," resulting in greater levels of discipline as appropriate.

PROHIBITED ACTIVITY & RESPONSIBILITY

A. Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment; or
2. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

B. Harassment

Harassment is any verbal, written, visual or physical act that creates a hostile, intimidating or offensive work environment or interferes with an individual's job performance.

1. No employee shall either explicitly or implicitly ridicule, mock, deride or belittle any person.
2. Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on age, ancestry, arrest & conviction record, color, creed, disability, genetic testing, honesty testing, marital status, military service, national origin, pregnancy or childbirth, race, religion, sex (including sexual harassment), sexual orientation, and use or nonuse of lawful products of the employer's premises during non-working hours. Such harassment is a prohibited form of discrimination under state and federal employment law and/or is also considered misconduct subject to disciplinary action by the City.

C. Retaliation

1. Retaliation against any employee or applicant for filing a harassment or discrimination complaint for assisting, testifying or participating in the investigation of such a complaint, or for requesting a protected leave of absence or reasonable accommodation, is illegal and is prohibited by the City and by federal statutes.
2. Retaliation can occur from a variety of sources, including co-workers, supervisors or elected officials.
3. Generally, any materially adverse action taken against an employee or applicant "because of" protected conduct is prohibited. The scope of retaliation goes beyond workplace-related or employment-related actions and includes conduct that would dissuade a reasonable worker from making or supporting a charge of discrimination. The significance of any given act of retaliation may depend upon the particular circumstances, but must be considered "materially adverse," thus separating significant from trivial harms that normally will not deter discrimination victims from filing a complaint. Examples of conduct that may be considered retaliation include:

    a. Discharge
    b. Demotion or not promoting
    c. Reduction in pay
    d. Reassignment of job duties
    e. Giving a less distinguished job title
    f. Filing false criminal charges against an employee
    g. Significantly diminishing an employee's responsibilities
    h. Unwarranted negative performance evaluations (impacting promotional opportunities)
    i. Increased scrutiny of employee's work
    j. Refusing to restore lost leave time
    k. Isolation or shunning an employee

4. Complaint Procedure: Any employee who believes that he or she is being retaliated against shall report the incident(s) as soon as possible to their supervisor so that steps may be taken to protect the employee. Where doing so is not practical, the employee may instead file a complaint with another supervisor, Human Resources, the City Attorney, City Administrator, or Mayor.
5. Retaliation is a form of employee misconduct. Any evidence of retaliation shall be considered a separate violation of this policy and is subject to discipline up to and including termination.

6. Monitoring to ensure that retaliation does not occur is the responsibility of the chief executive officer, supervisors, and the appropriate internal investigative authority.

D. Covered Individuals

Individuals covered under th~~is~~ policy include employees, applicants for employment**,** volunteers, members of the public, elected officials, and appointed boards and commissions.

E. Supervisory Responsibilities

1. Each supervisor shall be responsible for preventing prohibited activities as defined above by:
    a. Monitoring the work environment on a daily basis for signs that harassment or retaliation may be occurring;
    b. Training and counseling all employees on what constitutes harassment, sexual harassment and retaliation, on the types of behavior prohibited by the City's policy and procedures for reporting and resolving complaints of harassment or retaliation.
    c. Stopping any observation that may be considered harassment or retaliation, and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision; and
    d. Taking immediate action to prevent retaliation towards the complaining party or witnesses and to eliminate the hostile work environment where there has been a complaint of harassment, pending an investigation. If a situation requires separation of the parties, care should be taken to avoid actions that appear to punish the complainant. Transfer or reassignment of any of the parties involved should be voluntary if possible and, if non-voluntary, should be temporary pending the outcome of the investigation.

F. Employee Responsibilities

1. Each employee of this agency is responsible for assisting in the prevention of harassment and retaliation through the following acts:
    a. Refraining from participation in, or encouragement of actions that could be perceived as harassment or retaliation.
    b. Reporting acts of harassment or retaliation to a supervisor; and
    c. Encouraging any employee who confides that he or she is being harassed, discriminated or retaliated against to report these acts to a supervisor.
2. Failure of any employee to carry out the above responsibilities will be considered in any performance evaluation or promotional decisions and may be grounds for discipline.

G. Complaint Procedures

1. Any employee encountering harassment or retaliation is encouraged but not required to inform the person that his or her actions are unwelcome and offensive. This initial contact can be either verbal or in writing. The employee is to document all incidents of harassment and retaliation in order to provide the fullest basis for investigation.
2. Any employee who has unsuccessfully attempted to terminate the harassment or retaliation by means of Section 1 and who believes that he or she is being harassed shall report the incident(s) as soon as possible to their supervisor so that steps may be taken to protect the employee from further harassment or retaliation, and so that appropriate investigative and

disciplinary measures may be initiated. Where doing so is not practical, the employee may instead file a complaint with another supervisor, Human Resources, the City Attorney, City Administrator or Mayor.

a. The supervisor or other person to whom a complaint is given shall meet with the employee and document the incident(s) complained of, the person(s) performing or participating in the harassment or retaliation, any witnesses to the incident(s) and the date(s) on which it occurred.

3. An employee should utilize the City's internal reporting procedure first. However, if after utilizing this procedure the complainant does not feel the complaint has been adequately addressed, the employee may file a complaint with either or both of the following:

   a. State of Wisconsin – Equal Rights Division
   201 East Washington Avenue
   Madison, WI 53703
   Phone: 608-266-6860

   b. Equal Employment Opportunity Commission
   210 Martin Luther King Boulevard
   Madison, WI 53703
   Phone: 608-266-4910

   c. If the employee exercises the reporting options of (a) or (b) from above, they must file a copy of the complaint with the City Attorney within 24 hours of filing the complaint.

4. The internal investigation authority shall be responsible for investigating any complaint alleging harassment, discrimination or retaliation.
   a. The internal investigative authority shall immediately notify the chief executive officer and the City Attorney if the complaint contains evidence of criminal activity, such as battery, rape, or attempted rape.
   b. The investigation shall include a determination as to whether other employees are being harassed or retaliated against by the person, and whether other City employees participated in or encouraged the harassment or retaliation.
   c. The internal investigative authority shall inform the parties involved of the outcome of the investigation.
   d. A file of harassment, discrimination and retaliation complaints shall be maintained in a secure location. The chief executive officer shall be provided with an annual summary of these complaints.
5. There shall be no retaliation against any employee for filing a harassment or discrimination complaint, or for assisting, testifying or participating in the investigation of such a complaint.
6. The complaining party's confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.
7. Complaints of employees accused of harassment and/or retaliation may file a grievance/appeal in accordance with City procedures when they disagree with the investigation or disposition of a harassment or retaliation claim.

H. DEFINITIONS

1. **Harassment on any basis (race, sex, age, disability etc.) exists whenever:** Submission to harassing conduct is made, either explicit or implicit, a term or condition of an individual's employment; submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual; the conduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment. Such conduct is prohibited under this policy and §111.31-111.39 Wis. Stats.
2. **Non-Verbal:** Sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, e-mail, the internet or other such sources as a means to express or obtain sexual material, comments etc., printed or written materials including offensive cartoons, suggestive or offensive sounds, whistling, catcalls or obscene gestures, any material which inappropriately raises the issues of sex or discrimination, or treating an employee differently than other employees when they have refused an offer of sexual relations.
3. **Other Forms of Harassment:** Persistent and unwelcome conduct or actions on the basis of disability, sex, arrests or conviction record, marital status, sexual orientation, membership in the military reserve, or use or nonuse of lawful products away from work is prohibited under this policy and s.111.31-111.39, Wis. Stats.
4. **Physical:** Unsolicited or unwelcome physical contact of a sexual nature, which may include touching, hugging, massages, kissing, pinching, patting, or regularly brushing against the body of another person.
5. **Retaliation (addressed under Title VII of the Civil Rights Act of 1964):** It shall be an unlawful employment practice for an employer to discriminate against any of his or her employees or applicants for employment, for an employment agency, or joint labor management committee controlling apprenticeship or other training or retraining, including on the job training programs, to discriminate against any individual, or for a labor organization to discriminate against any member thereof or applicant for membership, ***because he or she has opposed any practice made an unlawful employment practice by this subchapter, or because he or she has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this subchapter.***
6. **Unwelcome:** Sexual conduct is unwelcome whenever the person subjected to it considers it unwelcome. The conduct may be unwelcome even though the victim voluntarily engages in it to avoid adverse treatment.
7. **Verbal Harassment:** Sexual innuendoes, degrading or suggestive comments, repeated pressure for dates, jokes of a sexual nature, unwelcome sexual flirtations, degrading words used to describe an individual, obscene and/or graphic descriptions of an individual's body or threats that job, wages, assignments, promotions or working conditions could be affected if the individual does not agree to a suggested sexual relationship.

All of the laws we enforce make it illegal to fire, demote, harass, or otherwise "retaliate" against individuals (applicants or employees) because they filed a charge of discrimination, because they complained to their employer or other covered entity about discrimination on the job, or because they participated in an employment discrimination proceeding (such as an investigation or lawsuit).

For example, it is illegal for an employer to refuse to promote an employee because he or she filed a charge of discrimination with the EEOC, even if EEOC later determined no discrimination occurred.

Retaliation & Work Situations

The law forbids retaliation when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment.

ARTICLE XXXI: EEO/ADA

The City of Manitowoc is an equal employment opportunity (EEO) employer.

It is the City's policy to seek, employ and retain the most qualified personnel in all positions, to provide equal opportunity for advancement to all employees, including upgrading, promotion and training, and to administer these activities in a manner which will not discriminate against or give preference to any person because of race, color, religion, age, sex or conviction record, or any other basis protected by state or federal law. All employees are required to provide proof of identity and authorization to work in the United States. It is the policy of the City to comply with all relevant and applicable provisions of the Americans with Disabilities Act (ADA) and other laws. The City will make reasonable accommodation wherever necessary for employees or applicants with disabilities, provided the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the City.

An employee who feels his/her complaint has not been handled correctly or does not feel it is practical to file a complaint through the above procedures, may file the complaint with either or both of the following:

Wisconsin Equal Rights Division-Milwaukee (FEPA)
819 North Sixth Street, Room 255
Milwaukee, WI 53203
414-227-4384 TTY 414-227-4081

Equal Employment Opportunity Commission
Reuss Federal Plaza
310 West Wisconsin Avenue, Suite 800
Milwaukee, WI 53203-2292
800-669-4000 TTY800-669-6820

An employee exercising one or both of these reporting options must file a copy of the complaint with the City Attorney within 24 hours of filing the complaint with the above agency.

ARTICLE XXXII: DRUG FREE WORKPLACE

No employee will report to work with alcohol or illegal drugs in his/her system during work hours. This policy includes any paid or unpaid lunch periods as well as training sessions and the working hours of conferences. The use, sale, possession, transfer, manufacture, distribution or purchase of alcohol or illegal drugs while in the course and scope of employment is also prohibited.

The purpose of this policy is to: a) establish and maintain a safe and healthy work environment, b) reduce absenteeism and tardiness, and c) improve job performance.

Management may conduct drug & alcohol testing based on reasonable suspicion that the employee is under the influence of alcohol or illegal drugs and may conduct testing for employees in testing-designated positions (such as CDL). Any such testing will be done in accordance with the Department of Transportation established procedures.

An Employee Assistance Program is made available by the City for employees desiring to seek treatment options.

ARTICLE XXXIII: SAVINGS CLAUSE

If legal rulings declare a portion of this policy unlawful, the remainder of this policy shall not be affected.

ARTICLE XXXIV: COMPENSATION

Section 1. Compensation Plan Maintenance

With proper care and maintenance of the pay plan, the frequency for a comprehensive pay plan review is minimized. The established guidelines should be followed to properly implement the compensation plan for equity amongst employees and consistency with the established pay philosophy.

As positions substantially change in responsibility, a compensation review will be conducted to ensure proper pay grade placement based on new job responsibilities. This will be initiated by the HR Director annually, coinciding with the budget process. The HR Director will work with the department managers to determine if a position has changed substantially and warrant review. Similarly, all newly created positions will be reviewed and analyzed for grade placement in the pay structure. The HR Director will partner with each department manager in creating a detailed job description and send it to Carlson Dettmann for evaluation.

Annually, in the 2nd quarter of the year, the HR Director will review the pay structure and recommend an adjustment based upon market conditions and the cost of living. Note this is separate and distinct from any employee movement within the established pay structure (steps). Adjustments to the structure itself ensure that the pay plan maintains pace with the competitive marketplace.

The City will commit to re-evaluating every position through a full benchmark study every five years; the first for the City of Manitowoc will be in 2018, with implementation of recommended changes in

2019. The impact of the full study will be minimized if the City is diligent in identifying when positions change in scope and responsibility, and having them re-evaluated at that time. By maintaining and re-evaluating the positions within the pay plan regularly, the City will maintain its competitive placement in the market.

As the City moves to a pay for performance based culture, the City needs a solid commitment to funding the performance-based pay. It is important to the success of the pay plan and overall morale of the workforce. The City needs to be committed to investing in the employees and paying appropriately, first based on the market (pay structure), and secondly based on performance (contributions to the team, evaluated through performance reviews).

Section 2. Compensation Guidelines

The guidelines below are to be followed when making wage decisions for employees. Any exceptions to these guidelines need Human Resources Director and Department Head approval and signature.

EMPLOYEE EVENT	GUIDELINE
New Hire	Step 1 with ability to offer up to Step 4 based on experience, partner with HR Director and Department Head for approval above Step 1
Annual Review	Step increase (2.5%) based on meeting expectations or above in performance review, note: no increase will be given if there was a promotional increase in the prior 6 months **Exceptions**: step increase of two steps shall be approved through the Mayor and Common Council via resolution with detailed justification for the exception.
Annual Review, Red Circle Employees*	Lump Sum Payments, paid in two installments (Jan & Jul) 1% of the control point of the position grade, based on meeting expectations or above in performance review
90 Day Review	No step increase
Promotion**	The step that provides at least a 5% annual increase, or up to Step 1 of the position grade the employee is being promoted into, whichever is greater
Transfer***	No step increase
Demotion	Decrease step to a level within the pay scale, each situation will be unique, partner with HR Director and Department Head for final approval

**Red Circle Employees: employees whose pay is at or above the maximum of the pay scale*
***Promotion: moving to a position with a higher pay grade*
****Transfer: moving to a new position within the same pay grade*

Please note the recommendation is to hire employees at Step 1 (and the ability to hire up to Step 4 based on experience) with a probationary period of 90 days. At the conclusion of the probationary period, a 90 day review is given, and the wage remains the same. During the annual review, the employees can move up one step based on satisfactory job performance review ratings up to the maximum of the position grade, at which time they are no longer for an increase; however, are eligible for a lump sum payment.

In order to attract qualified candidates to fill positions, the City needs to commit to the pay plan, paying appropriate wages for the position based on the market and position formula. Having a starting wage set at Step 1, 85% of control point, will put the City in a competitive position to attract candidates. The risk

of not hiring the right candidate due to a low starting wage will cost a significant amount of money in the long run; after time and money is invested in recruitment, training, and onboarding.

Section 3. Clothing/Equipment and Other Allowances

Shift Premiums

Employees whose regular assigned work hours are between 5 a.m. and 5 p.m. will be considered first shift employees and will not be paid shift premiums for their regular assigned work hours. Building and Grounds City Hall custodian working from 3 p.m. to 11 p.m. is considered second shift. Bridge Tenders from 4:30 a.m. to 1:30 p.m. will be considered first shift and 1:30 p.m. to 10:30 p.m. second shift. Street Sweepers will receive a shift premium for their entire shift. First shift employees who work beyond their regular assigned hours will receive a shift premium for the hours worked outside of their regular assigned times as follows. Employees who are assigned to second and third shift will receive shift premiums as follows.

Shift	DPW/ Cemetery/ Parks/ Bridges	WWTF	PD Lieutenants
Second	$0.25	$0.30	$30/ month
Third	$0.35	$0.35	$40/ month

Tools

When employees in Cemetery/Parks, Wastewater Treatment Facility and Department of Public Works are required to furnish tools or equipment on the job as a condition of employment, the City shall be held liable for all such tools and equipment in case they are broken or damaged not due to misuse or negligence by the employee. Replacement tools or equipment will be of like or equal quality and value. Mechanics will receive an annual tool allowance of $200 which will be pro-rata for employees working less than the full year.

Safety Glasses

For employees in the Cemetery/Parks and Wastewater Treatment Facility, the City will pay 75% of the cost of one pair of safety glasses for each employee requiring the glasses, but the cost to the employee will not exceed $5.00. The City will then pay the difference. The employee will pay for special features. The employee will pay for the examination. This provision will apply to each employee only once unless there is a change in prescription. This benefit is not transferable. The City will replace safety glasses in the event an employee, through other than negligence, damages the safety glasses while on the job, pursuant to the above formula. The employee shall give the damaged glasses to his/her supervisor as well as a report as to how the damage occurred. The supervisor will in turn notify the Finance Department whereas replacement will be permitted.

Safety Shoes

In an effort to promote safety for certain occupations, the City agrees to pay a maximum of $50.00 towards one pair of safety shoes per year for each employee in Cemetery/Parks, Wastewater Treatment

Facility and Department of Public Works Departments, whose job requires the use of said shoes or $65.00 when those safety shoes are required to be puncture or electrical resistant. The shoes will be purchased by the employee and a receipt presented to the supervisor. The 12 month period will run from the date of the last receipt.

Annual Clothing Allowance

Clothing allowance will be as follows annually. In the case of the Fire Chief, Deputy Fire Chief(s), Police Chief and Deputy Police Chief(s), payment shall be made during the year in hourly installments of $0.24 through payroll. For DPW employees, i.e. City will provide suitable rain gear for the employees. Hooded rain gear jackets will be provided as existing jackets are replaced.

Police/Fire	Community Service Worker	WWTF
$500.00	**$250.00**	**$85.00**

Section 4. Firefighter Supervisory Personnel

a) Pager Call. Firefighter supervisory personnel covered by this Employee Policy Manual will receive the following annual bonus for response to pager calls for emergencies:

$100 for responding to at least 50% of the paged calls on their off duty time

$200 for responding to at least 75% of the paged calls on their off duty time

b) Health Insurance. For the Fire Chief and Deputy Fire Chief(s), the City shall pay fifty per cent (50%) of the health insurance premiums for paragraphs (i) and (ii).

(i) Retirees. Any participating employee of the Group Hospital, Surgical, Major Medical may elect to continue to be covered as part of the group under the rules of the plan until reaching the age of 65. This benefit is designed to provide coverage for employees forced to retire under disability provisions of Chapter 62.13 and the Wisconsin Retirement Fund, as well as participating employees with a mandatory retirement age of less than 65.

An employee forfeits and waives all benefits under this provision if he/she becomes covered by any other group health insurance plan. Coverage under this plan will cease when the employee reaches the age of 65. .

Any retired employee covered by this provision who has become eligible for other hospital, surgical, major medical insurance and loses that eligibility, shall upon written request to the City, be reinstated in the City's hospital, surgical, major medical insurance plan without a physical examination or waiting period.

(ii) Dependent Survivors. In the event that an active or retired employee covered hereunder dies leaving dependent survivors, those survivors shall be entitled to health

insurance hereunder until such time as single dependents exceed the age for dependent coverage under the terms of the City's Health Insurance policy, or until the widow/widower of the deceased employee shall remarry, obtain other health insurance coverage, or reach the age of 65.

c) Disability. In the case of the Fire Chief and Deputy Fire Chief(s), in the event of duty-incurred total disability or death of an employee, the employee or, in the case of the employee's death, then his estate, shall be paid in one lump sum, one (1) year's regular pay at the rate in effect at the death or the commencement of the state life insurance, or any other benefits to which said employee or his estate is entitled, by virtue of this Agreement or his employment. A "total disability" shall be a disability as defined in Section 40.63(1)(b) and (11), Wis. Stat. (1981-1982). An order awarding Section 40.65, Wis. Stat., special disability or death benefits to an employee or his spouse, whether based on the operation of Section 891.45, Wis. Stat., or on other evidence, shall be conclusive evidence that a disability or death is "duty-incurred." For purposes of this section, the term "regular pay" shall be defined to consist of base salary plus longevity, educational credit payments, any EMS differential payments and three holidays.

d) Clothing Allowance. In the case of the Fire Chief and Deputy Fire Chief(s), the City agrees to pay Five hundred dollars ($500.00) annually toward a clothing allowance. Payment shall be made during the year in hourly installments of $0.24 through payroll.

Section 5. Police Supervisory Personnel

a) Retirement. In the case of the Police Chief, Deputy Police Chief, Police Captains, and Police Lieutenants the City will pay the employee's share of the Wisconsin Retirement Fund contribution per the Police Union contract.

b) Wage Schedule. The Police Chief, Deputy Police Chief, Police Captains, and Police Lieutenants will follow the established City wage schedule. Police Captains will move to Exempt status, effective January 12, 2015.

c) Temporary Disability Benefit. In the case of the Police Chief and the Deputy Police Chief, if an employee becomes disabled due to serious illness or injury which is not related to employment and shall have exhausted all sick leave to which he/she was entitled at the onset of such illness the City shall pay a long term disability benefit. Said benefit to be equal to two-thirds (2/3) of the employee's salary rate at the time of the commencement of the disability absence, less the amount of any Social Security disability benefit or other disability insurance benefit receivable by such employee, for a period of ninety (90) calendar days following the exhaustion of sick leave. No long term disability benefit shall be payable for any disability resulting from injury during other employment or for any intentional self-inflicted injury.

d) Death or Permanent Disability Benefit. In the event of a duty incurred total and permanent disability or death of the Police Chief or Deputy Chief Police, the employee, or in the case of the employee's death, his or her estate, shall be paid in a lump sum one year's regular pay existing at death or commencement of disability, in addition to any sick leave, worker's compensation, state life insurance, or any other benefits to which said employee or his/her estate is entitled, by virtue

of this resolution or his employment. The term, "total and permanent disability" shall mean the total and permanent disability entitling the employee to total and permanent disability benefits from social security. Any amounts paid under subparagraph 1 of this paragraph (b) shall be deducted from any payment made under this subparagraph.

Section 6. Wastewater Treatment Facility Personnel

a) Employees will receive a chest x-ray and blood test at the City's expense every 12 months. The supervisor will schedule the examination and the physical and medical facilities to be used will be at the City's discretion. The examination will be scheduled during off-duty hours and the employee will not be paid while attending the examination unless the supervisor deems it necessary to schedule the employee during regular working hours.

ARTICLE XXXV: NOTICE OF SEPARATION INCENTIVE

Any employee, who has been employed with the City of Manitowoc for at least three years, and gives at least a 120-day notice of resignation or retirement, will receive a $500 bonus. Only employees who are separating from the City of Manitowoc in good standing are eligible for this benefit.

ADDENDUM "A" CITY WAGE SCHEDULE
2015 COMPENSATION STRUCTURE

			Minimum						Control Point					Maximum
			85.0%	87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%
GRADE	**JOB TITLE**	**DEPARTMENT**	**Step 1**	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**	**Step 7**	**Step 8**	**Step 9**	**Step 10**	**Step 11**	**Step 12**
T	City Attorney	Attorney	$42.33	$43.58	$44.82	$46.07	$47.31	$48.56	$49.80	$51.05	$52.29	$53.54	$54.78	$56.03
	Dir Of Public Infrastructure	DPI												
	Dir Of Community Development	Comm. Dev.												
S	Finance Director/Treasurer	Finance	$39.00	$40.15	$41.29	$42.44	$43.59	$44.73	$45.88	$47.03	$48.17	$49.32	$50.47	$51.62
	Fire Chief	Fire												
	Human Resources Director	HR												
	Police Chief	Police												
P	Deputy Fire Chief	Fire	$33.17	$34.14	$35.12	$36.09	$37.07	$38.04	$39.02	$40.00	$40.97	$41.95	$42.92	$43.90
	Assistant Chief	Police												
O	Engineering Division Manager	Engineering	$31.50	$32.43	$33.35	$34.28	$35.21	$36.13	$37.06	$37.99	$38.91	$39.84	$40.77	$41.69
	Rahr West Director	Rahr-West												
	Deputy Police Chief of Admin	Police												
	Captain	Police												
	Superintendent	WWTF												
N	Assistant City Attorney	Attorney	$29.84	$30.71	$31.59	$32.47	$33.35	$34.22	$35.10	$35.98	$36.86	$37.73	$38.61	$39.49
	Assistant Finance Director	Finance												
	City Planner	Comm. Dev.												
	Transit/B & G Division Manager	Transit												

	Battalion Chief	Fire	$21.31	$21.94	$22.56	$23.19	$23.82	$24.44	$25.07	$25.70	$26.33	$26.95	$27.58	$28.21
M	City Assessor	Comm. Dev.	$28.17	$29.00	$29.83	$30.65	$31.48	$32.31	$33.14	$33.97	$34.80	$35.63	$36.45	$37.28
	Operations Division Manager	DPI												
	Building Inspector	Comm. Dev.												
	Police Lieutenant	Police												
	Assistant Superintendent	WWTF												
L	City Clerk	Finance	$26.50	$27.28	$28.06	$28.84	$29.62	$30.40	$31.18	$31.96	$32.74	$33.52	$34.30	$35.08
	Comptroller	Finance												
	Crime Analyst	Police												
	Recreation Division Manager	Recreation												
K	Electrical Inspector	Comm. Dev.	$24.84	$25.57	$26.30	$27.03	$27.76	$28.49	$29.22	$29.95	$30.68	$31.41	$32.14	$32.87
	Plumbing Inspector	Comm. Dev.												
	Associate Planner/Economic Development Expeditor	Comm. Dev.												
	WWTF Electrician	WWTF												
	Business Manager	DPI												
	Office Manager	Police												
J	Fleet Team Leader	DPI	$23.17	$23.85	$24.53	$25.22	$25.90	$26.58	$27.26	$27.94	$28.62	$29.30	$29.99	$30.67
	Assistant Director	Rahr West												
I	Paralegal	Attorney	$21.51	$22.14	$22.77	$23.40	$24.04	$24.67	$25.30	$25.93	$26.57	$27.20	$27.83	$28.46
	Mechanic	DPI												
	Engineering Technician	Engineering												
	Surveyor Technician	Engineering												
	Business Manager	Finance												
	Human Resource Generalist	HR												
	Electromechanical Technician	WWTF												

	Mechanic	WWTF												
H	Maintenance Engineer	Building & Grounds	$19.84	$20.42	$21.01	$21.59	$22.17	$22.76	$23.34	$23.92	$24.51	$25.09	$25.67	$26.26
	Cemetery Team Leader	Cem & Parks												
	Parks Team Leader	Cem & Parks												
	Zoo Curator Of Animals	Cem & Parks												
	Zoo Curator Of Education	Cem & Parks												
	Deputy City Clerk	City Clerk												
	Streets Team Leader	DPI												
	Engineering Technician	Engineering												
	Engineering/Storm Water Technician	Engineering												
	Accountant	Finance												
	Payroll Administrator	Finance												
	Mayor Assistant	Mayor												
	Community Development Assistant	Comm. Dev.												
	Administrative Assistant	Police												
	Operator	WWTF												
G	Arborist/Forester	Cem & Parks	$18.17	$18.71	$19.24	$19.78	$20.31	$20.85	$21.38	$21.91	$22.45	$22.98	$23.52	$24.05
	Administrative Assistant	DPI												
	Administrative Assistant	Fire												
	Court Evidence Clerk	Police												
	Administrative Assistant	WWTF												
	Assistant Chemist	WWTF												
	Chemist	WWTF												
F	Cemetery Laborer	Cem & Parks	$16.51	$16.99	$17.48	$17.96	$18.45	$18.93	$19.42	$19.91	$20.39	$20.88	$21.36	$21.85
	Park Laborer	Cem & Parks												
	Administrative Support Specialist	City Clerk												

	Administrative Support Specialist	DPI												
	Streets Laborer	DPI												
	Administrative Support Specialist	Engineering												
	Municipal Court Clerk	Finance												
	Administrative Support Specialist	Police												
	Property Evidence Clerk	Police												
	Administrative Support Specialist	Rahr West												
	Administrative Support Specialist	Senior Center												
E	Custodian	Building & Grounds	$15.26	$15.71	$16.16	$16.60	$17.05	$17.50	$17.95	$18.40	$18.85	$19.30	$19.75	$20.19
	Park Caretaker	Cem & Parks												
	Account Clerk	Finance												
	Clerk Typist	Police												
	Community Service Worker	Police												
D	VACANT		$14.13	$14.54	$14.96	$15.37	$15.79	$16.20	$16.62	$17.04	$17.45	$17.87	$18.28	$18.70
C	Bridgetender	DPI	$13.08	$13.47	$13.85	$14.24	$14.62	$15.01	$15.39	$15.77	$16.16	$16.54	$16.93	$17.31
B	VACANT		$12.11	$12.47	$12.83	$13.18	$13.54	$13.89	$14.25	$14.61	$14.96	$15.32	$15.68	$16.03

School Crossing Guards *(1.125 hours per shift)*	Police	$10.00	$10.25	$10.51	$10.77	$11.04	$11.31	$11.60	$11.89	$12.18	$12.49	$12.80	$13.12
Rahr West Guard	Rahr West	$8.00	$8.20	$8.41	$8.62	$8.83	$9.05	$9.28	$9.51	$9.75	$9.99	$10.24	$10.50

EMPLOYEE ACKNOWLEDGMENT

I have received a copy of the City of Manitowoc Employee Policy Manual dated _____. I have read and I understand its contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand.

I understand that it is my responsibility to comply with all Employer policies, rules and expectations as set forth in this Manual, as well as policies, rules and expectations that the Employer may otherwise establish or change from time to time. I further understand and acknowledge that this Manual provides guidelines and information, but this Manual is not, nor is it intended to constitute, an employment contract of any kind. I understand that any contract or employment agreement must be authorized and approved by the Common Council at a duly-noticed meeting. I acknowledge that I have not entered into any such individual agreement or contract by acknowledging receipt of this Manual or by following any of the provisions of this Manual. I understand that the contents of this Manual and my compensation and benefits may be changed by the Employer at any time, with or without notice to the extent permitted by law.

I understand that my employment can be terminated at the option of either the Employer or me, at any time for any reason. I understand that this Manual and the Acknowledgment Form do not vary or modify the at-will employment relationship between the Employer and me.

_____ _____

Employee's Signature Date

_____

Employee's Name Printed

After you have read and signed this page, please detach this page from the Manual and return to your supervisor who will submit to the Human Resources Department to be placed in your personnel file.

EMPLOYEE ACKNOWLEDGMENT (Unionized Public Safety/Transit employees)

I have received a copy of the City of Manitowoc Employee Policy Manual dated _____. I have read and I understand its contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand.

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I understand that the contents of this Manual may be changed by the Employer at any time, with or without notice.

_____ _____

Employee's Signature Date

_____

Employee's Name Printed

_____

Human Resources Signature

After the employee has read the Manual and signed this page, please detach this page from the Manual and return to your supervisor who will submit to the Human Resources Department to be placed in your personnel file.