



# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)

TO: Personnel Committee  
FROM: Jessie Lillibridge, Human Resources Director  
RE: Human Resources Office Update  
DATE: March 7, 2022

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The Human Resources Office has worked on the following projects and initiatives since our last meeting:

## **Recruiting**

- Hired: HR Assistant
- Hired: Director of Tourism
- Hired: RWAM Visitor Services Clerk (2)
- Hired: DPI Laborer (2 - Streets)
- Promotion: Police Lieutenant (2)
- Promotion: Police Captain
- Advertising: Firefighter/Paramedic (continuous)
- Advertising: Police Officer (continuous)
- Advertising: Seasonal positions
- Advertising: Transit Driver (continuous)
- Advertising: Destination Marketing Manager
- Advertising: Media and Special Events Coordinator
- Advertising: Fleet Mechanic-DPI
- Advertising: Library Executive Director
- Advertising: Staff Engineer
- Advertising: Planner – Business & Housing Development
- Interviewing: DPI Laborer
- Interviewing: Staff Engineer

## **Separations**

- RWAM Visitor Services Clerk

Completed exit interviews with voluntary separations/retirements.

Upcoming retirements:

- Police Lieutenant (April 2022)
- Fire Captain (May 2022)
- Fire Captain (May 2022)
- Fire Motor Pump Operator (May 2022)
- Police Training Lieutenant (July 2022)

### **Employee Relations**

- Investigation and discipline for employees continues as requested by Department Heads and Supervisors.
- The years of service and retiree recognition program continues to receive positive feedback.
- Working with department heads to focus on retention of employees.
- Celebrated Employee Appreciation Day on March 4<sup>th</sup> – Department Heads worked with the People Development Committee to distribute City logo glasses and Briess malted milk balls to all employees in recognition of their hard work and dedication to keeping the City running efficiently.

### **Organizational Development & Training**

- The Tuition Reimbursement program continues to be used by employees. Supervisors have been encouraging employees interested in furthering their education to consider the program.
- Meeting quarterly with each department head to identify training needs, performance issues, succession planning, and feedback for HR.
- Working with CVMIC to offer several leadership courses and employee training courses onsite this year.
- Recommending CVMIC's new Employee Enrichment series to employees. The series will serve as a refresher on soft skills.
- Working to get mid-year evaluations out to employees.

### **Compensation, Benefits & Wellness**

- Manty Health & Wellness Center is available to employees on the City's health plan. The move to the new clinic has been successful. We are working closely with Froedtert to address any concerns immediately.
- Wellness Committee – monthly health topics and lunch and learn programs.
- Working with Wellness Team to make updates to the City Hall fitness room. We plan to highlight the refreshed space in the coming month.
- Working with USI to plan our benefit strategy for the next several months.
- Based on the results of last year's health risk assessment events, we are working on initiatives that will address some of the top health related issues of City employees and their spouses (attached is a snapshot of the results).
- ACA reporting has been completed for 2021.

### **Safety & Risk Management**

- Continuing the lost time injury program, employees continue to report safety concerns.
- Working to meet the deadlines of the new federal requirements for the drug and alcohol clearinghouse for DOT drivers.
- The Safety Team is working on ways to remind employees that they should be making good choices and focusing on safety. We've had several minor workers' comp cases that could have been prevented with better use of tools and the proper use of safety equipment.
- Working on revision of the current PPE policy.
- Working with Aurora and USI on the occupational health services and streamlining the processes and billing of these services.
- Safety Team is working with managers to get ice cleats to employees working outdoors to alleviate some of the slip injuries that comprise a large number of worker's comp claims.

- Entities with self-insured worker's compensation plans are required to submit annual reporting to the state. This reporting has been completed for 2021.

**Administration**

- Working with several departments on revisions to job descriptions and potential job repricing.
- Revising our current leave policies to address some of the issues brought forward by employees. A recommendation will be brought to a future meeting.
- Working with MPU on transition of WWTF employees to MPU, beginning in 2023.