



# 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: December 5, 2022

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

## **Recruiting**

- Hired: Police Officer (2)
- Advertising: Police Officer (continuous)
- Advertising: Transit Driver (continuous)
- Advertising: Seasonal positions
- Advertising: Finance Director
- Advertising: City Attorney
- Advertising: DPI Laborer
- Advertising: Library Associate
- Interviewing: City Clerk Administrative Support Specialist

## **Separations**

- RWAM Visitor Services Clerk

Upcoming separations/retirements:

- Comptroller (Dec 2022)
- Engineering Technician (March 2023)
- Paralegal (May 2023)
- Police Detective Sergeant (May 2023)

Completed exit interviews with voluntary separations/retirements.

## **Employee Relations**

- Investigation and discipline for employees continues as requested by Department Heads and Supervisors. Working with managers on coaching and providing support to employees.
- The years of service and retiree recognition program continues to receive positive feedback.
- Working with department heads to focus on recruitment and retention of employees.
- An agreement has been reached with the Transit union. Working on getting agreement ratified.
- Working through some ADA/EEOC accommodation requests.
- Working with the fire union on determining whether educational credits were paid out correctly in the early 2000s.
- Settled a grievance with the Transit union.

### **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.
- Recommending CVMIC's new Employee Enrichment series to employees. The series will serve as a refresher on soft skills.
- Working with CVMIC on the DEI initiative.
- Working with Department Heads and Mayor on prioritizing job knowledge transfer prior to upcoming key retirements.
- Annual evaluations have been completed.

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

- Manty Health & Wellness Center is available to employees on the City's health plan.
- Wellness Committee – monthly health topics and lunch and learn programs.
- 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.
- Working on January 1, 2023 pay increase recommendations for payroll.
- Open enrollment concluded November 18<sup>th</sup>. Working with payroll and vendors to pass on plan changes and update premiums.
- Working with USI on finalization of the wellness initiatives for 2023 and 2024.
- Hoping to include option for employees to make Edvest (529 plan) contributions through payroll.

### **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.
- 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.
- The Safety Team is collaborating with the Police Department to ensure that the appropriate training is being done for all employees.

### **Administration**

- Working with several departments on revisions to job descriptions.
- With the departure of several key employees, the HR Department is taking on quite a few additional tasks until the positions have been filled. Additionally, much time is being spent on recruitment tasks (posting jobs, interviewing, onboarding, offboarding).
- Working with Finance and Payroll to keep things running through the many transitions and turnover.
- Working with UKG on the implementation of the new ACA module into our HRIS.
- Working with IT to ensure our cyber systems, and the many different platforms and programs used at the City, are set up to be as secure as possible.
- Working on end of year reporting, benefit plan changes, pay increase file for payroll, etc.