



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: June 6, 2022

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

Recruiting

- Hired: Transit Driver
- Hired: Library Assistant
- Hired: Police Officer (4)
- Hired: Payroll Administrator
- Hired: Community Service Worker
- Hired: School Crossing Guard
- Hired: Recruit Officers (2)
- Promotion: Motor Pump Operator
- Promotion: Fire Lieutenant (2)
- Promotion: Police Detective
- Advertising: Firefighter/Paramedic (continuous)
- Advertising: Police Officer (continuous)
- Advertising: Seasonal positions
- Advertising: Transit Driver (continuous)
- Advertising: Assistant City Attorney
- Advertising: DPI Laborer
- Advertising: Library Executive Director
- Advertising: Library Maintenance Technician
- Advertising: Library Page
- Advertising: Library Youth Services Manager
- Advertising: RWAM Administrative Support Specialist
- Advertising: Staff Engineer
- Interviewing: DPI Laborer
- Interviewing: Firefighter
- Interviewing: RWAM Administrative Support Specialist

Separations

- City Attorney
- Library Youth Services Manager
- Library Maintenance Technician
- Police Officer

Completed exit interviews with voluntary separations/retirements.

Upcoming separations/retirements:

- RWAM Administrative Support Specialist (June 2022)

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.
- Working to settle a fire union grievance held in abeyance. This grievance was submitted to the City on behalf of several members who did not receive the contractual annual physical exam during the pandemic. We hope to resolve this before the end of 2022.
- Resolved grievance with the Police Union related to the hiring of a Seasonal Police Assistant with a Memo of Understanding.

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.

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.
- 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.
- Health risk assessments have been scheduled for October and November 2022.
- Completed firefighters' health risk assessments/biometrics screenings.
- Planning a summer-long wellness initiative that will encourage spending time in our City parks.
- Working with a small team of department heads to evaluate our performance management and compensation plan (set in place in 2019). We hope to provide the mayor and council will some recommendations on moving forward.

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.
- With the help of the Police Department, the City is holding training sessions for all employees and managers on being prepared in the event of an active shooter event and in our emergency response protocols.
- Working with the Fire Department to promote AED/CPR awareness and training.

- 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.

Administration

- Working with several departments on revisions to job descriptions and potential job repricing.
- Working with MPU on transition of WWTF employees to MPU, beginning in 2023.
- 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 to get started on compensation market analysis with compensation consultant.
- Working with recruitment firm to fill City Attorney and Finance Director/Treasurer positions.
- Working with Finance and Payroll to keep things running through the many transitions and turnover.
- Looking for options for ACA reporting for 2022. This task was completed by payroll and finance in the past. With the loss of two key positions, we are hoping for a more automated solution to the reporting.
- 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.