



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

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

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

Recruiting

- Hired: Transit Driver
- Hired: Visitor Center Clerk (RWAM)
- Hired: Planner – Business & Housing Development
- Hired: Police Officer (2)
- Hired: Transit Customer Service Clerk
- Hired: DPI Laborer (Cemetery)
- Hired: DPI Laborer (Streets)
- Promotion: Deputy Police Chief
- Promotion: Assistant Police Chief
- Promotion: Fire Lieutenant
- Promotion: Fire Motor Pump Operator
- Advertising: Firefighter/Paramedic (continuous)
- Advertising: Police Officer (continuous)
- Advertising: Seasonal positions
- Advertising: Transit Driver (continuous)
- Advertising: Rahr-West Visitor Service Clerk
- Advertising: Destination Marketing Manager
- Advertising: Media and Special Events Coordinator
- Advertising: DPI Laborer
- Advertising: Library Executive Director
- Advertising: Staff Engineer
- Advertising: Planner – Business & Housing Development
- Interviewing: DPI Laborer
- Interviewing: Tourism Director
- Interviewing: Staff Engineer
- Interviewing: HR Assistant

Separations

- Police Officer
- Firefighter/Paramedic
- Police Officer (retired)
- Library Page

- Transit Driver
- Library Maintenance Technician (retirement)

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.

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.
- CVMIC planning meeting will be held later this month to discuss upcoming training for employees and supervisors.
- 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. 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).
- Will be working on ACA reporting in the next week.

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 to complete the annual self-insured workers compensation reporting due to DWD in March.
- 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.
- Developing a new policy on paying the education costs of new employees who require CDLs due to the new DOT regulations, which went into effect February 7, 2022.
- Revising our current leave policies to address some of the issues brought forward by employees. A recommendation will be brought to a future meeting.

COVID-19

- Directing employees to proper channels when seeking medical services or benefits information.
- Working with benefits vendors to determine if COVID-19 affects any of the benefit offerings.
- Working with departments in which there are employees who have tested positive for COVID.
- Internal contact tracing for employees who are determined to be close contacts of someone who tested positive.
- Continuing to provide employees with information on where to receive COVID vaccinations.
- Working with employees who need ADA accommodations due to medical requests.
- Monitoring the CDC guidelines on the Omicron variant and best practices for organizations as the numbers begin to increase.