



# 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: September 8, 2022

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

## **Recruiting**

- Hired: Recreation Team Leader
- Hired: Library Page (3)
- Hired: Maintenance Mechanic
- Hired: Staff Engineer
- Hired: RWAM Visitor Services Clerk
- Hired: Police Officer
- Advertising: Police Officer (continuous)
- Advertising: Transit Driver (continuous)
- Advertising: DPI Laborer
- Advertising: Assistant to the Mayor
- Advertising: Library Maintenance Technician
- Interviewing: Finance Director - Treasurer
- Interviewing: Assistant City Attorney
- Interviewing: DPI Laborer

## **Separations**

- Assistant to the Mayor
- Library Page
- Firefighter

Upcoming separations/retirements:

- Transit Driver (Sept 2022)
- DPI Laborer (Nov 2022)
- Comptroller (Dec 2022)
- Paralegal (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.
- 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. A meeting is scheduled on Sept 12.
- Began negotiating with the Transit Union.
- Denied a grievance from a Transit Driver related to an incident in January.

### **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. Another Emerging Leader program will be held onsite on Sept 13.
- 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.
- CVMIC will be onsite for Anti-Harassment training in October.
- Preparing for annual performance evaluations, which begin October 1.

### **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.
- 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.
- Working with Carlson Dettmann on the compensation market analysis project.
- Working toward 2023 benefit renewals and preparing for open enrollment.

### **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 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 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.
- 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 with Finance and IT to implement the new Springbrook Multi-Factor Authentication process throughout the City.