



# 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 6, 2023

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

## Recruiting

- Hired: Finance Director/Treasurer
- Hired: DPI Laborer (2)
- Advertising: Police Officer (continuous)
- Advertising: Transit Driver (continuous)
- Advertising: Seasonal positions
- Advertising: City Attorney
- Advertising: Bridgetender
- Advertising: RWAM Visitor Services Clerk
- Promotion: Deputy City Clerk
- Promotion: Engineering Technician
- Promotion: Engineering/Stormwater Technician
- Promotion: Police Lieutenant
- Promotion: Paralegal
- Interviewing: DPI Administrative Support Specialist
- Interviewing: Bridgetender
- Tentative accepted offer: Clerks Administrative Support Specialist (2)

## Separations

- Transit Driver
- Deputy City Clerk
- Engineering Technician (retirement)
- Clerks Administrative Support Specialist
- DPI Administrative Support Specialist (retirement)
- Library Page
- Police Officer

Upcoming separations/retirements:

- Paralegal (May 2023)
- Police Detective Sergeant (May 2023)
- Fire Motor Pump Operator (June 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 with the fire union on determining whether educational credits were paid out correctly in the early 2000s.
- Preparing to begin police union bargaining.
- Celebrated Employee Appreciation Day – all employees were given a small gift.

### **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.
- The CDL tuition payback provision has been used by one employee.
- Meeting quarterly with each department head to identify training needs, performance issues, succession planning, and feedback for HR.
- Working with Department Heads and Mayor on prioritizing job knowledge transfer prior to upcoming key retirements.
- Mid-year evaluations will be going out and are due in April.

### **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 with USI on finalization of the wellness initiatives for 2023 and 2024.
- Rolled out Edvest (529 plan) payroll deduction option for employees.
- Humana announced that they would be discontinuing the Go365 program. It is anticipated that we will receive a letter of non-renewal for the upcoming plan year (Oct 2023-Sept 2024).
- Employer HSA contributions were made to employees who reached Silver or Gold status in Go365 last year.
- Working with Payroll to determine how to distribute total compensation statements to employees.

### **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.
- Active killer and OC training is scheduled for all non-protective service employees in April.
- Working with Building & Grounds to address some security and door access issues.
- Working with IT on best practices for ensuring IT security.
- Working on some safety measures for various DPI employees (zoo/parks 2-way radios, parks building concrete trip hazards)

### **Administration**

- Working with several departments on revisions to job descriptions.
- Much time is being spent on recruitment tasks (posting jobs, interviewing, onboarding, offboarding).
- 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.
- Annual reporting has been completed for DWD workers compensation, and FTA drug and alcohol.
- Continuing to work on the ACA filing – this is the first year that HR took on this task. The 1095s were distributed to employees, but the 1094 filing with the IRS is in process.