



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: October 3, 2016

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

Recruiting

- Hired: Seasonals
- Interviewing: WWTF Administrative Assistant
- Advertising/Interviewing: Seasonal (Riflery, Facility Attendant, Snowplow Operator, Water Instructor)
- Advertising/Interviewing: Library Marketing Associate
- Advertising/Interviewing: Library Page
- Advertising: Transit Driver
- Advertising: Crossing Guard

Employee Relations

- Continuing to have an open door for all employee concerns
- Transit Grievance – the union has requested that they appear at the Nov. Personnel meeting to appeal settlement denial
- Fire WC appeal was won by the City, however will likely be appealed
- Investigation and discipline for employees

Organizational Development & Training

- WI SHRM Annual Conference – Oct. 5-7: City HR staff will attend
- Succession Planning –working with departments
- Spot Award program has been well-received.

Compensation & Benefits

- We continue to have meetings regarding MHWC operations, going well. Positive feedback from employees.
- HRAs will be held the first two weeks of October
- Open enrollment meetings are scheduled for Oct 17-21

- Wellness committee meeting and actions – continuing monthly health topics and lunch and learn programs. Another weight management session Oct-Dec. Planning for next year is underway.
- The 2016 Employee Health Fair was successful. Received positive feedback.

Safety & Risk Management

- Safety committee meeting and discussion for 2016 goals, continue monthly topics
- Continue the lost time injury program, employees are enjoying it and keep an eye out for safety
- Workers Compensation review and addressing concerns –one lost time injury so far this year
- Emergency response plans for all City buildings in progress
- Developing a Hearing Conservation policy
- MSDS Online eBinder back up is complete

Administration

- Working with MPL Board on recruitment of new Director
- Working with departments on job description updates

Separations

- Police Officer (1 – retirement)
- Library (2-resignation)
- Completed exit interviews with voluntary separations/retirements