



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



TO: Personnel Committee
FROM: Rochelle Blindauer, Human Resource Director
RE: Human Resource Office Update
DATE: February 3, 2015

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

Recruiting

- Hired (2): WWTF Operator
- Hired: Security Guard Rahr West (part time)
- Hired: Transit Driver (part time)
- Hired: Police Officer
- Re-advertising: Associate Planner/Economic Expeditor
- Interviewing: Transit Driver (part time)
- Interviewing: Deputy Police Chief
- Interviewing: Police Officer
- LIVE with NeoGov online application process!

Employee Relations

- Police bargaining mediation meeting complete with resolution
- Fire bargaining mediation meeting preparation
- Police grievance discussions between Attorneys
- Fire grievance hearing with Personnel Committee
- DPW bargaining for wage only, received letter from WERC
- Employee investigation and coaching regarding harassment

Organization Development & Training

- Continue to work on data entry of knowledge transfer forms into excel
- Regular meetings with department leaders to identify training needs, performance issues, and succession planning
- End of Year Review process is complete, 93% turned in
- Succession Planning is beginning, initial meeting with the committee, MLC meeting in early Feb

Compensation & Benefits

- Wellness Committee meeting and 2015 planning
- Strategic benefits review meeting with AFG
- Wellness reimbursement program rolled out to employees

Safety & Risk Management

- Safety committee meeting and discussion for 2015 goals
 - Review the mission and values of the committee
- MSDS online program implementation underway
- Complying OSHA 300 logs and posting 300A

Administration

- BPI meeting and action items
- Gemba Academy group started (BPI sub-group)
- Employee Policy Manual Updated and approved, employee communication will be in Feb/Mar
- Attended WPELRA conference in Madison
- Employee listening sessions with the Mayor

Separations

- WWTF Operator (resignation)
- Police Officer (resignation)