



# 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: November 10, 2022

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

## **Recruiting**

- Hired: DPI Laborer
- Hired: Assistant to the Mayor
- Hired: Assistant City Attorney
- Hired: Library Youth Services Manager
- Hired: Library Maintenance Technician
- Hired: Transit Driver
- Promotion: Transit Driver
- Promotion: Police Lieutenant
- Advertising: Police Officer (continuous)
- Advertising: Transit Driver (continuous)
- Advertising: Seasonal positions
- Advertising: City Clerk Administrative Support Specialist
- Advertising: Finance Director

## **Separations**

- Police Officer

Upcoming separations/retirements:

- Comptroller (Dec 2022)
- Engineering Technician (March 2023)
- 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.
- A tentative agreement has been reached with the Transit union.
- Working through some ADA/EEOC accommodation requests.

- Working with the fire union on determining whether educational credits were paid out correctly in the early 2000s.

### **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.
- 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 completed Anti-Harassment training of all employees in October.
- Annual evaluations have begun and are due to HR on November 15.

### **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 were held in October and November 2022.
- Working with the compensation data provided by Carlson Dettmann to develop compensation structures for 2023.
- Open enrollment begins November 9<sup>th</sup> and continues until November 18<sup>th</sup>. We will be holding meetings this week and next to inform employees of changes and offerings for 2023.

### **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 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.
- Spent significant time working on a request from MPU brokers to obtain personal health data info from WWTF employees who will be transferring to MPU as of January 1, 2023.
- Debbie attended and assisted with Lincoln High School mock interviews, held for students enrolled in Financial Literacy course.
- Worked to obtain a Transmitter Control Code from the IRS. This is in preparation of the upcoming ACA filing requirements.