



# 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: May 5, 2025

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

## **Recruiting**

- Hired: Clerk Library Assistant
- Hired: Transit Driver (3)
- Hired: DPI Laborer
- Hired: Municipal Court Clerk
- Hired: Police Officer
- Advertising: Police Officer (continuous)
- Advertising: Transit Driver
- Advertising: DPI Laborer
- Advertising: Firefighter/Paramedic
- Advertising: Seasonal positions
- Interviewing: DPI Laborer

## **Separations**

- Firefighter/Paramedic
- Transit Driver

Upcoming separations/retirements:

- Fire Lieutenant (April 2025)
- Municipal Court Clerk (June 2025)
- Senior DPI Laborer (August 2025)

- Completed exit interviews with voluntary separations/retirements.
- Seasonal hiring is in full swing.

## **Employee Relations & Engagement**

- Investigation and discipline for employees continue as requested by Department Heads and Supervisors. Working with managers on coaching and providing support to employees.
- Working with department heads to focus on recruitment and retention of employees.
- Firefighters Local 368 filed a grievance last year related to secondary employment, which was denied by management. An agreement was reached between the City and the Local prior to arbitration.

### **Organizational Development & Training**

- The Tuition Reimbursement program has seen a decline in requests by employees. Continuing the program in 2025 but will re-evaluate during the year.
- Meeting quarterly with each department head to identify training needs, performance issues, succession planning, and feedback for HR.
- A small group of department heads is reviewing the current performance evaluation process and compensation philosophy. Periodic meetings are being held with the Mayor.
- Several onsite training programs will be offered to employees in 2025, hosted by CVMIC. These will include Civility Training, and two leadership courses related to recruiting, training, and retraining.

### **Compensation, Benefits & Wellness**

- Manty Health & Wellness Center is available at the Froedtert Harbor Town campus for employees on the City's health plan.
- Wellness Steering Team – monthly health topics and lunch and learn programs.
- The City continues to offer the wellness platform, Vitality, to all employees and spouses enrolled in the City's health plan.
- Following a thorough review of the proposals, the Finance Director and HR Director recommend transitioning broker and consulting services from USI to McClone to address unmet service level expectations and to enhance transparency in fee and commission reporting.

### **Safety & Risk Management**

- Continuing the lost time injury program, employees continue to report safety concerns.
- Through the Safety Steering Team, working to address facility safety concerns identified by CVMIC during annual inspections. Also, completing regular safety inspections of City facilities.
- Working with CVMIC to navigate some complicated worker's compensation cases.
- Working on revisions to the Drug & Alcohol Policies.

### **Administration**

- Working with several departments on revisions to job descriptions.
- Working on various policies to incorporate changes that have been approved in recent months.
- HR will be assisting Finance in demoing some timekeeping software through Springbrook.