



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: March 1, 2021

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

Recruiting

- Hired: DPI Laborer (2)
- Advertising: Firefighter/Paramedic (continuous)
- Advertising: Police Officer (continuous)
- Advertising: Seasonal positions
- Advertising: Transit Driver (continuous)
- Advertising: Commercial Electrical Inspector
- Advertising: RWAM Guard

Employee Relations

- Continuing to respond to employee concerns/questions.
- Investigation and discipline for employees continues as requested by Department Heads and Supervisors.
- The firefighter collective bargaining agreement expired at the end of 2018. After moving through mediation and interest arbitration, the arbitrator has ruled in favor of the union. The bargaining team is working with finance to calculate back pay and to update the contract.
- The police collective bargaining agreement expires at the end of 2020. Waiting for the union body to complete the voting process.
- Received a discrimination complaint from a current police officer. Working with outside legal to respond to the employee's request for a settlement. An information request was filled by the City.
- Working with county health nurse to be deemed as a certified breastfeeding friendly workplace.

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 years of service and retiree recognition program has received positive feedback.
- Meeting quarterly with each department head to identify training needs, performance issues, succession planning, and feedback for HR.
- Working on the new NeoGov Onboard/Learn platforms. CVMIC will be migrating their training to the Learn platform in 2021. Both modules are included for members, so we are also using the Onboard module to move our New Employee Orientation online.
- Working to migrate our intranet from CivicPlus to NeoGov's Onboard system.

Compensation, Benefits & Wellness

- Manty Health & Wellness Center is still available to employees on the City's health plan. We are working with USI to issue an RFP for clinic services.
- Wellness Committee – monthly health topics and lunch and learn programs. We have a few events that we are working on for 2021. The first quarter has been spent on mental wellness.
- Working with USI and Aurora to get biometrics screenings scheduled for 2021.

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.
- The Safety Team is working on ways to remind employees that they should always be making good choices and focusing on safety. We've had several minor workers' comp cases that could have been prevented with better use of tools and the proper use of safety equipment.

Administration

- Working on a new employee orientation that will be primarily online. We will be using the Onboard platform.
- Received correspondence from TeamCare (Central States) that an audit done by their firm shows that the City owes an estimated \$123,000 due to alleged discrepancies in reporting. The City Attorney sent a response to Central States.
- Completed ACA reporting, Worker's Comp annual reporting, annual drug and alcohol reporting, and annual state DSPS reporting.
- Reviewing the current recruiting and backfilling process. It's currently a process that relies on language from several different resolutions from the past few years and because of this, it's quite complex. Looking to streamline the process and bring forward a request for approval of a more simplified process.
- Mid-year evaluations have been sent out to all employees. Evaluations are due to HR on April 1.

COVID-19

- Continuing interviewing of job candidates via Zoom and onboarding employees via Kronos.
- Assisting other departments in transitioning employees to remote work, answering questions about employees experiencing COVID symptoms, and employees whose family members have symptoms.
- Participating in roundtable discussions with other municipalities to learn how others are handling the unprecedented times.
- Directing employees to proper channels when seeking medical services or benefits information.
- Working with benefits vendors to determine if COVID-19 affects any of the benefit offerings.
- Working with departments in which there are employees who have tested positive for COVID.
- Contact tracing for employees who are determined to be close contacts of someone who tested positive.
- Continuing to implement the mandatory mask policy throughout the City.
- Working with parents as they navigate different schooling options and childcare issues related to the virtual or blended education models.
- Closely monitoring what Congress plans to do with the FFCRA leave (HR6201 bill) in regards to extending it into 2021.

- Working to determine which employees are eligible for the COVID vaccine and to get them registered if they are interested in the vaccine.

Separations

- Firefighter/Paramedic
- Completed exit interviews with voluntary separations/retirements