



# 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: July 6, 2020

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

### **Recruiting**

- Promoted (interim basis): Operations Division Manager
- Promoted: Lead Inspector
- Advertising: Firefighter/Paramedic (continuous)
- Advertising: Seasonal positions
- Advertising: Transit Driver (continuous)
- Advertising: Finance Director/Treasurer
- Advertising: Zoo Maintenance Care - PT
- Interviewing: Interim Streets Team Leader (internal candidates)
- Offer: Police Officer
- Offer: Transit Driver

### **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. Negotiations are ongoing.
- The police collective bargaining agreement expires at the end of 2020. We are in discussion with the union on several items.
- Received a discrimination complaint from a current police officer. Working with outside legal to respond to the employee's request for a settlement.
- Working with county health nurse to be deemed as a certified breastfeeding friendly workplace.

### **Organizational Development & Training**

- Working with departments on succession planning with employees as necessary. Several employees in key positions have announced plans for retirement in the upcoming year. Working on plans for each of these with Department Heads and Supervisors.
- 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.

- Onsite supervisor training scheduled for July 7. Training will focus on emotional intelligence, and time and stress management.

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

- Manty Health & Wellness Center operations continue to go well as they've returned to more normal operations. Mostly positive feedback from employees.
- Wellness Committee – monthly health topics and lunch and learn programs. We have a few events that we are working on for 2020 and working on incorporating Go365 into the initiatives.
- Onsite health risk assessments are scheduled for the last week in July and first week in August. For next year, HSA contributions (if approved by Council) will be tied to participation in the biometric screenings.
- Working with brokers to determine recommendations for health and wellness plan for 2021.

#### **Safety & Risk Management**

- Continuing the lost time injury program, employees continue to report safety concerns.
- Emergency response plans for all City buildings in progress. The plans are being updated with each specific building's information and will be distributed when completed.
- Working to establish a process to address the new federal requirements for the drug and alcohol clearinghouse for DOT drivers.
- Looking to implement a new safety response protocol. The program is the same one that the school district just implemented and is recommended by our public safety team.

#### **Administration**

- Continuously working with departments on job description updates. This is an ongoing project. Supervisors and Managers will be reviewing all job descriptions with employees as a part of the annual evaluation process.
- Preparing for annual evaluations and training for all employees later this year.

#### **COVID-19**

- Developed a policy to implement the new federal requirements of the Families First Coronavirus Response Act.
- Navigating recruitment via Zoom and onboarding employees via Kronos.
- Noticing an increase in unemployment claims.
- Receiving increased requests from financial institutions and lenders for employee verifications and wage information due to low refinancing rates.
- 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.

#### **Separations**

- None