



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: March 2, 2020

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

Recruiting

- Hired: Library Teen Associate
- Hired: CSW
- Hired: Transit Driver
- Advertising: CSW Intern
- Advertising: Firefighter/Paramedic (continuous)
- Advertising: Police Officer (continuous)
- Advertising: Seasonals
- Advertising: Transit Driver (continuous)
- Advertising: Lead Inspector
- Vetting applications: PD Office Manager
- Vetting applications: Custodian
- Interviewing: Firefighter/EMT
- Conditional offer: RWAM Guard
- Accepted offer: Library IT Technician
- Accepted offer: Bridgetender

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. We have retained Attorney Mark Olson to assist with our legal counsel during the process. He has filed for a declaratory ruling on the permissive subjects that we feel are contained in the contract. The state has indicated that we should have our ruling mid-March.
- The Transit union voted down the contract as presented. We plan to discuss this item at the meeting.
- Received a discrimination complaint from a current police officer. Working with outside legal to respond to the employee's request for a settlement.
- Human Resources Director will be onsite at various City buildings in the upcoming months to be available for employees to discuss HR-related issues.
- 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.
- Spot Award and STAR Award programs continue to be successful.
- 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.
- We have scheduled three dates in 2020 for CVMIC to bring the Leadership Certification Program onsite.
- Mid-year performance evaluations will be rolled out to employees via Kronos beginning in March.

Compensation, Benefits & Wellness

- Manty Health & Wellness Center operations continue to go well. Positive feedback from employees. Physical therapy services were added to the offerings at the clinic recently and have been well-received.
- 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.
- Provided Kronos training to managers the week of February 17. And to employees the week of February 24. Also provided one-on-one help for those interested.
- The transition to the new Robin HP's HDHP has gone well. We get minimal questions from employees and most questions seem to be answered by Robin HP's customer service team.
- Working on request for proposals for benefits consultant.
- Completed ACA reporting.

Safety & Risk Management

- Safety committee meeting and discussion, continuing monthly topics.
- 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.
- Completed drug and alcohol annual reporting.
- Completed annual workers compensation self-insured reporting.

Administration

- 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.
- Continuing to work with employees and managers on using Kronos for new hires, terminations, and personal information/benefits updates.

- Met with representatives from Fort McCoy's 88th Readiness Division per a request from the Mayor's office. The delegates were interested in discussing how the City could potentially partner with the Division to inform City employers of the veterans and reserves in the area, who might be good candidates for employment throughout various organizations in the City of Manitowoc.

Separations

- Transit Driver
- Completed exit interviews with voluntary separations/retirements

Attachment