



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: June 5, 2023

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

Recruiting

- Hired: Transit Driver
- Hired: DPI Administrative Support Specialist
- Hired: Police Officer (3)
- Promoted: Transit Division Manager
- Promoted: Transit Operations Supervisor
- Advertising: Police Officer (continuous)
- Advertising: Transit Driver (continuous)
- Advertising: Seasonal positions
- Advertising: Firefighter/Paramedic

Seasonal hiring is ongoing. This year, we are also partnering with Flex-Staff to assist in filling some seasonal positions.

Separations

- Paralegal (retirement)
- Police Officer
- Firefighter
- Library Page
- Police Detective Sergeant (retirement)
- Library Clerk (retirement)

Upcoming separations/retirements:

- Fire Motor Pump Operator (June 2023)
- Fire Motor Pump Operator (August 2023)
- Fire Motor Pump Operator (December 2023)

Completed exit interviews with voluntary separations/retirements.

Employee Relations & Engagement

- 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.

- Working with the fire union on determining whether educational credits were paid out correctly in the early 2000s.
- Bargaining with the Police Union is ongoing as the two sides have been unable to come to an agreement.
- An employee work day was held on June 1st at the Lincoln Park Zoo.
- An employee and volunteer appreciation event will be held on August 17th at the Rahr-West Art Museum.

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 CDL tuition payback provision has been used by one employee.
- Meeting quarterly with each department head to identify training needs, performance issues, succession planning, and feedback for HR.
- Working with Department Heads and Mayor on prioritizing job knowledge transfer prior to upcoming key retirements.
- Mid-year evaluations are in process.

Compensation, Benefits & Wellness

- Manty Health & Wellness Center is available to employees on the City's health plan.
- Wellness Steering Team – monthly health topics and lunch and learn programs. Over the summer, the team is offering discounted yoga classes at a local studio.
- Humana announced that they would be discontinuing the Go365 program. It is anticipated that we will receive a letter of non-renewal for the upcoming plan year (Oct 2023-Sept 2024).
- We have worked with USI to review options to replace Go365. We are focusing on a platform that can assist with the City's move toward a primary care provider wellness model.
- A recommendation will be made this month to the Mayor and Council on making some revisions to the Performance Management and Compensation policy, which address current retention and employee job satisfaction concerns.

Safety & Risk Management

- Continuing the lost time injury program, employees continue to report safety concerns.
- Working with Building & Grounds to address some security and door access issues.
- Working with IT on best practices for ensuring IT security.
- Working on some safety measures for various DPI employees (zoo/parks 2-way radios, parks building concrete trip hazards).
- Discussing AEDs throughout the City and timeline for replacement.
- Discussing best way to provide access and training to Epi pens at City facilities.

Administration

- Working with several departments on revisions to job descriptions.
- Much time is being spent on recruitment tasks (posting jobs, interviewing, onboarding, offboarding).
- 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.