



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



TO: Personnel Committee
FROM: Rochelle Blindauer, Human Resource Director
RE: Human Resource Office Update
DATE: August 6, 2015

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

Recruiting

- Hired: Police Officer
- Hired: Administrative Assistant – Waste Water
- Hired: Administrative Assistant – Police
- Hired: Library Clerk (2)
- Re-hired: Firefighters (3)
- Interviewing: Police Officers
- Interviewing: Library Clerk
- Interviewing: Streets Laborer
- Advertising: School Crossing Guard
- Advertising: Transit Driver (part time)
- Discussed seasonal hiring process and improvements for next year

Employee Relations

- Fire Contract finalized
- Transit grievance – hearing with PC in August

Organization Development & Training

- Regular meetings with department heads to identify training needs, performance issues, and succession planning
- Succession Planning –working on development plans
- Performance improvement plan follow up with individuals
- Mid-Year reviews are completed
- CVMIC annual EPL training for Supervisors

Compensation & Benefits

- Strategic benefits review and planning for 2016
- Onsite clinic discussions and interviews with candidates from RFP process
- Wellness Committee meeting and 2015 planning
- HPS and Auxiant on site for employee questions monthly
- Meeting with Aurora on occupational health services
- Planning an Employee & Family Health Fair for September 17 – lots of vendors and prizes!

Safety & Risk Management

- Safety committee meeting and discussion for 2015 goals
- MSDS online program implementation, ebinder is growing
- Workers Compensation review and addressing concerns
- Received safety gloves from a new provider (puncture resistant for needles)
- Working on emergency response plans for all City buildings

Administration

- People Development Meeting and action items
- BPI meeting and action items – starting quarterly prizes for Idea Forms
- Continue to review Springbrook HR module, working with Payroll to identify efficiencies and cross training between departments
- Employee appreciation picnic was a success! 207 people in attendance!
- Planning department head retreat and team building with the Mayor
- Designing new badges for Library using our new badge printer

Separations

- 2 - Library Clerk (resignation)
- Street Laborer
- Seasonal employees are starting to leave for college
- Exit Interviews with voluntary separations for PT and FT employees