



# 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: September 9, 2016

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

### **Recruiting**

- Hired: Library Clerk (1)
- Hired: Police Officer (1)
- Hired: Transit Driver (1)
- Hired: HR Generalist
- Hired: Streets Laborer
- Interviewing: Commercial Inspector/Reviewer
- Advertising/Interviewing: Seasonal (Riflery, Facility Attendant, Snowplow Operator, Water Instructor)
- Advertising/Interviewing: Library Teen Associate
- Advertising/Interviewing: Library Page
- Advertising/Interviewing: Election Custodian
- Working with WWTF on transition of employee who is moving interdepartmentally. Finance is providing assistance in completing A/R and A/P functions.

### **Employee Relations**

- Continuing to have an open door for all employee concerns
- Transit Grievance – the union has asked for a settlement
- Fire WC appeal was won by the City, however will likely be appealed
- Investigation and discipline for employees

### **Organizational Development & Training**

- People Committee meeting – successful employee picnic
- Succession Planning –2016 process underway, working with departments

### **Compensation & Benefits**

- We continue to have meetings regarding MHWC implementation, going well
  - Working out occupational health and WC strategies for MHWC moving forward
  - Ironing out details for reporting
- HRAs will be held the first two weeks of October

- Open enrollment planning has begun
- Wellness committee meeting and actions – continuing monthly health topics and lunch and learn programs. Planning another weight management session beginning in October
- The 2016 Employee Health Fair is on Thursday, September 15 at the Senior Center.

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

- Safety committee meeting and discussion for 2016 goals, continue monthly topics
- Continue the lost time injury program, employees are enjoying it and keep an eye out for safety
- Workers Compensation review and addressing concerns –one lost time injury so far this year
- Emergency response plans for all City buildings in progress
- MSDS Online eBinder back up is complete

#### **Administration**

- Working with MPL Board to recruit a new Library Director
- Working with departments on job description updates
- Transit Driver who was not eligible for FMLA took unpaid leave from August 13-August 31 for the birth of a child.

#### **Separations**

- Transit (1 – retirement)
- Library (resignation)
- Completed exit interviews with all voluntary separations/retirements