



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: December 6, 2021

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

Recruiting

- Hired: School Crossing Guard
- Hired: Police Officer (2)
- Hired: Transit Driver
- Promotion (seasonal): DPI Laborer (Parks)
- Promotion: Library Associate
- Promotion: Librarian
- Advertising: Firefighter/Paramedic (continuous)
- Advertising: Police Officer (continuous)
- Advertising: Seasonal positions
- Advertising: Transit Driver (continuous)
- Advertising: Rahr-West Visitor Service Clerk
- Advertising: Tourism positions (3)
- Advertising: DPI Laborer
- Advertising: Planner – Business & Housing Development
- Eligibility list/offer of employment: Assistant Chief of Fire Rescue

Separations

- Planner
- Librarian (retirement)

Completed exit interviews with voluntary separations/retirements.

Upcoming retirements:

- Fire Captain (January 2022)
- Assistant Police Chief (January 2022)
- Police Officer (January 2022)
- Police Lieutenant (April 2022)
- Police Training Lieutenant (July 2022)

Employee Relations

- Investigation and discipline for employees continues as requested by Department Heads and Supervisors.

- Working on updating pay schedules with new Fire Union contract rates.
- Working on development of MOUs in Transit.

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 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.
- Several onsite and virtual employee and manager training opportunities for related to FMLA, worker's compensation, ADA, reasonable suspicion training, and leadership have been held over the past few months.
- Annual performance evaluations have been completed.

Compensation, Benefits & Wellness

- Manty Health & Wellness Center is available to employees on the City's health plan. Working with Froedtert/HFM to transition services effective January 2022.
- Wellness Committee – monthly health topics and lunch and learn programs.
- Biometrics screenings are completed. Working with Aurora to get results out to participants.
- Working with Wellness Team to make updates to the City Hall fitness room.
- Open enrollment is over. Working on processing enrollment data for vendors and for payroll.
- Working with Finance to update billing process with Mutual of Omaha.
- Working to get all new plan info out to employees.

Safety & Risk Management

- Continuing the lost time injury program, employees continue to report safety concerns.
- Working to meet the deadlines of the new federal requirements for the drug and alcohol clearinghouse for DOT drivers.
- The Safety Team is working on ways to remind employees that they should be making good choices and focusing on safety. We've had several minor workers' comp cases that could have been prevented with better use of tools and the proper use of safety equipment.
- Encouraging managers to schedule Active Killer drills in each City facility. The police department conducts these for us and gives employees excellent training on the things to be aware of in such a situation.
- The City will continue to use Advocate Aurora for occupational health services in 2022.

Administration

- Working with several departments on revisions to job descriptions and potential job repricing.
- Working to compile data for payroll on January pay increases.
- Working to compile data to process employer HSA contributions in January.

COVID-19

- 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.
- Internal contact tracing for employees who are determined to be close contacts of someone who tested positive.

- Continuing to provide employees with information on where to receive COVID vaccinations.
- Working with employees who need ADA accommodations due to medical requests.
- Monitoring the CDC guidelines on the Delta variant and best practices for organizations as the numbers begin to increase.