



# 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: December 3, 2024

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

## **Recruiting**

- Hired: Library Page (2)
- Hired: Transit Driver (2)
- Promoted: Transit Operations Supervisor
- Advertising: Police Officer (continuous)
- Advertising: Transit Driver
- Advertising: DPI Fleet Mechanic
- Advertising: Custodian
- Interviewing: City Clerk Administrative Support Specialist

## **Separations**

- Library Page
- Firefighter (2)
- Administrative Support Specialist – City Clerk
- Custodian
- DPI Fleet Mechanic

Upcoming separations/retirements:

- DPI Business Manager (December 2024)
  - Police Detective (January 2025)
  - Arborist/Forester (January 2025)
  - Transit Driver (January 2025)
  - Police Captain of Detectives (February 2025)
  - Transit Driver (March 2025)
  - Fire Lieutenant (April 2025)
- Completed exit interviews with voluntary separations/retirements.

## **Employee Relations & Engagement**

- Investigation and discipline for employees continue as requested by Department Heads and Supervisors. Working with managers on coaching and providing support to employees.
- Working with department heads to focus on recruitment and retention of employees.
- Employee & Volunteer Appreciation Picnic was held Thursday, August 1 at Citizen Park.

- Firefighters Local 368 filed several grievances related to mandatory overtime concerns, which were denied by management. Arbitration on this matter is scheduled for February 5<sup>th</sup> at City Hall.
- Firefighters Local 368 filed a grievance related to secondary employment, which was denied by management. The union has request arbitration.
- City Staff Holiday Potluck will be held at City Hall on December 12<sup>th</sup>.

### **Organizational Development & Training**

- The Tuition Reimbursement program has seen a decline in requests by employees. Will evaluate whether making the recent changes to the program increase usage requests.
- Meeting quarterly with each department head to identify training needs, performance issues, succession planning, and feedback for HR.
- Performance evaluations have been completed.
- A small group of department heads is reviewing the current performance evaluation process and compensation philosophy. Periodic meetings are being held with the Mayor.

### **Compensation, Benefits & Wellness**

- Manty Health & Wellness Center is available at the Froedtert Harbor Town campus for employees on the City's health plan.
- Wellness Steering Team – monthly health topics and lunch and learn programs. Rolling out a 12 Days of Wellness event in December.
- Vitality program continues. Working with the vendor to improve user functions and engagement.
- Revised the hours for the City Hall Fitness Room to encourage more usage. Also worked with City Attorney to update the facility's liability waivers.
- Open enrollment was held November 7-19, 2024. Enrollments are being processed and prepared to submit to vendors.
- Updated the compensation plan to reflect the 2.9% structural increase approved by the Mayor.
- Non-rep compensation increases for 2025 are being calculated based on evaluation ratings. A general increase of 2.9% was approved by Council and Mayor. Employees receiving exceptional ratings will receive a 1-2% additional increase. Employee receiving inconsistent ratings receive 0% increase. Increases will go into effect the pay period that includes January 1, 2025.

### **Safety & Risk Management**

- Continuing the lost time injury program, employees continue to report safety concerns.
- Through the Safety Steering Team, working to address facility safety concerns identified by CVMIC during annual inspections.
- Working with CVMIC to navigate some complicated worker's compensation cases.
- Approved PPE Policy was rolled out to employees.

### **Administration**

- Working with several departments on revisions to job descriptions.
- Working on various policies to incorporate changes that have been approved in recent months.
- Recommending a new fraternization policy.