



# 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: October 4, 2021

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

## **Recruiting**

- Hired: Police Officer (promoted from CSW)
- Advertising: Firefighter/Paramedic (continuous)
- Advertising: Police Officer (continuous)
- Advertising: Seasonal positions
- Advertising: Transit Driver (continuous)
- Advertising: Rahr-West Security Guard
- Advertising: Library Executive Director
- Advertising: Assistant Chief of Fire Rescue
- Advertising: DPI Laborer
- Advertising: School Crossing Guard

## **Separations**

- DPI Laborer

Completed exit interviews with voluntary separations/retirements.

Upcoming retirements:

- Librarian (November 2021)
- 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.
- The fire contract expires December 31, 2021. We are currently in negotiations for the 2022-2024 contract.

### **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 training opportunities have been scheduled for employees in the upcoming months related to FMLA, worker's compensation, ADA, reasonable suspicion training, and leadership.
- Annual performance evaluations have been rolled out through Kronos. Evaluations are due November 15.

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

- Manty Health & Wellness Center is still 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. We have a few events that we are working on for 2021.
- Biometrics screenings have been scheduled for October, November, and December 2021.
- Working with Wellness Team to make updates to the City Hall fitness room.
- Working with our benefits consultants on the 2022 benefits plan design and recommendations, and getting ready for open enrollment.
- Onsite flu shots are scheduled for October.
- Market increase from the Annual Wage Survey (WI Fox Valley-NE Region) is as follows:
  - Exempt: 1.75%
  - Non-exempt: 1.79%
  - The compensation structure will be updated with this information in preparation for the January 1 increases.

### **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 always 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.

### **Administration**

- Working on the 2022 budget.
- Working with several departments on revisions to job descriptions.
- Working to revise Employee Policy Manual.

### **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.