



# 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: November 11, 2020

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

### **Recruiting**

- Hired: Library Page (3)
- Hired: Administrative Support Specialist (Finance/Clerk)
- Promoted: Library Assistant
- Advertising: Firefighter/Paramedic (continuous)
- Advertising: Police Officer (continuous)
- Advertising: Seasonal positions
- Advertising: Transit Driver (continuous)
- Advertising: DPI Laborer
- Reviewing applicants: DPI Laborer
- Reviewing applicants: Firefighter/Paramedic
- Reviewing applicants: Police Officer
- Accepted offer: Maintenance Mechanic
- Accepted offer: Finance Director/Treasurer

### **Employee Relations**

- Continuing to respond to employee concerns/questions.
- Investigation and discipline for employees continues as requested by Department Heads and Supervisors.
- The firefighter collective bargaining agreement expired at the end of 2018. A two-day arbitration hearing was held on October 21 & 22. Our outside legal team will develop our legal brief and submit prior to the end of the year. The final decision will likely be made by the arbitrator by March 2021.
- The police collective bargaining agreement expires at the end of 2020. A new final offer was sent to the police union as directed by the Personnel Committee.
- Received a discrimination complaint from a current police officer. Working with outside legal to respond to the employee's request for a settlement.
- Working with county health nurse to be deemed as a certified breastfeeding friendly workplace.
- Received a grievance from the police union, which was denied by the City.

### **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.
- Performance evaluations are in process and due to Human Resources on November 15. The process is being done electronically in Kronos for the first time and overall it has gone well.
- Working on the new NeoGov Onboard/Learn platforms. CVMIC will be migrating their training to the Learn platform in 2021. Both modules are included for members, so we are also using the Onboard module to move our New Employee Orientation online.
- CVMIC virtually presented another leadership module course for City of Manitowoc employees on October 7<sup>th</sup>.
- Managers are working with employees to develop goals for the next 12 months.

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

- Manty Health & Wellness Center is still available to employees on the City's health plan.
- Employees and their spouses will have one last opportunity to participate in onsite health risk assessments. Aurora will be at City Hall to administer the assessments on November 18 & 20.
- Open enrollment began November 3 and goes through November 16. Due to the pandemic, we revamped the entire process to make it 100% virtual.
- Market increase from the Annual Wage Survey (WI Fox Valley-NE Region) is as follows:
  - Exempt: 2.07%
  - Non-exempt: 2.06%
  - 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.
- The City rolled out the I Love You Guys program to all buildings.
- Working to meet the deadlines of the new federal requirements for the drug and alcohol clearinghouse for DOT drivers.

### **Administration**

- Working on a new employee orientation that will be primarily virtual.
- Received correspondence from TeamCare (Central States) that an audit done by their firm shows that the City owes an estimated \$123,000 due to alleged discrepancies in reporting.

### **COVID-19**

- Continuing recruitment via Zoom and onboarding employees via Kronos.
- Assisting other departments in transitioning employees to remote work, answering questions about employees experiencing COVID symptoms, and employees whose family members have symptoms.
- Participating in roundtable discussions with other municipalities to learn how others are handling the unprecedented times.
- 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.
- Contact tracing for employees who are determined to be close contacts of someone who tested positive.

- Continuing to implement the mandatory mask policy throughout the City.
- Working with parents as they navigate different schooling options and childcare issues related to the virtual or blended education models.
- Updating the pandemic response policy to reflect current operations and changes received from the state and federal level.

#### **Separations**

- Library Page (2)
- DPI Laborer (2)
- Parks Planner
- Completed exit interviews with voluntary separations/retirements