



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



TO: Personnel Committee
FROM: Jessie Lillibridge, Interim Human Resource Director
RE: Human Resource Office Update
DATE: June 6, 2016

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

Recruiting

- Hired/Accepted Offer: Seasonal Summer positions
- Hired: Library Page (2)
- Hired: Firefighter (3)
- Hired: Assistant Director Rahr-West
- Interviewing/Hired: Police Officer (2)
- Interviewing: Seasonal Staff
- Advertising/Interviewing: Streets Laborer
- Advertising/Interviewing: Library Page
- Advertising/Interviewing: HR Director

Employee Relations

- Continuing to have an open door for all employee concerns
- Fire Grievance- arbitration step
- Fire WC appeal scheduled in June
- Investigation and discipline for employees

Organization Development & Training

- People Committee meeting – planning employee picnic and other events
- Succession Planning –2016 process underway, interviews are complete

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
- Began discussing HRA process for this year with Aurora
- Wellness committee meeting and actions – great employee feedback on the weight management program and continuing monthly health topics and lunch and learn programs
- Started planning 2016 Employee Health Fair – going to be great!

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
- Emergency response plans for all City buildings in progress
- MSDS Online eBinder back up is complete

Administration

- Working with IT on restricting and monitoring e-mail and VDI access to all non-exempt employees after regular work hours
- New phone system implementation and training

Separations

- Police Officer (resignation)
- Police Officer (retirement)
- Library Page (resignation)
- HR Director (resignation)
- Completed exit interviews with all voluntary separations/retirements