



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



TO: Personnel Committee
FROM: Rochelle Blindauer, Human Resource Director
RE: Human Resource Office Update
DATE: May 2, 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: Transit Driver
- Hired: Farmers Market Manager
- Hired: Library Page
- Interviewing/Hired: Police Officer (2)
- Interviewing: Seasonal Staff
- Interviewing: Assistant Director- Rahr West
- Interviewing: Firefighter (2)
- Advertising/Interviewing: Streets Laborer
- Advertising/Interviewing: Library Page

Employee Relations

- Continuing to have an open door for all employee concerns
- Fire Grievance- arbitration step
- Transit unit clarification discussions (mechanics)
- Fire WC appeal scheduled in June
- Investigation and discipline for employee

Organization Development & Training

- Regular meetings with department heads to identify training needs, performance issues, succession planning, and feedback for me
- People Committee meeting – planning employee picnic and other events
- Succession Planning –2016 process underway, interviews are complete
- 2016 Employee Feedback Survey results and action planning were shared employees

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
- Reviewed HRA results with Aurora – sent out re-evaluation of the HRA scores and sent targeted outreach letters to employees/spouses with high risk categories of concern

- Wellness committee meeting and actions – starting weight management program and continuing monthly health topics and lunch and learns
- 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
 - Lifting and slips/trips/falls are large categories
- Emergency response plans for all City buildings in progress – goal of completion by Q2
- 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
- BPI meeting and action items – looking for a rapid improvement event for the employment exit process
- Sunshine club meeting- looking to change bi-laws and move administration to HR
- Met with IT regarding phone system implementation and discussed options
- Attended labor law seminar with City Attorney

Separations

- Assistant Director – Rahr West (resignation)
- Firefighter (resignation)
- Street Laborer (retirement)
- Completed exit interviews with all voluntary separations/retirements