



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: May 5, 2024

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

Recruiting

- Hired: Police Officer
- Hired: Library Page
- Hired: Visitor Services Clerk
- Hired: Library Associate (2)
- Hired: Transit Customer Service Clerk
- Hired: School Crossing Guard
- Hired: Several seasonal positions have been filled
- Advertising: Police Officer (continuous)
- Advertising: Firefighter/Paramedic
- Advertising: Seasonal positions

Separations

- None

Upcoming separations/retirements:

- Plumbing Inspector (May 2024)
- Library Associate (May 2024)
- Police Officer (June 2024)
- Transit Driver (August 2024)

- 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.
- City facility tours for employees have been scheduled at three City locations including the Bridges, Zoo, and DPW.
- Employee Work Day will be held in May at the Lincoln Park Zoo.
- Firefighters Local 368 have filed for arbitration of the grievance related to the Battalion Chiefs position and elimination of the Captain position. Arbitration date is set for July 9th at City Hall.
- The collective bargaining agreement with Firefighters Local 368 expires 12.31.2024.

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.
- Meeting quarterly with each department head to identify training needs, performance issues, succession planning, and feedback for HR.
- CVMIC will be onsite to conduct a leadership training session in May.

Compensation, Benefits & Wellness

- Manty Health & Wellness Center is available to employees on the City's health plan.
- Wellness Steering Team – monthly health topics and lunch and learn programs. Focusing this quarter on stress and sleep. Rolled out a fitness reimbursement program.
- Vitality program is off to a slow start. Working with the vendor to improve user functions and engagement.
- Working with a team of department heads to review performance and compensation policies and determine if revisions are warranted.

Safety & Risk Management

- Continuing the lost time injury program, employees continue to report safety concerns.
- Working to provide access to and training on Epi pens and Narcan at City facilities.
- Through the Safety Steering Team, working to address some facility safety concerns identified by CVMIC during annual inspections.
- Working with CVMIC to review and revise PPE policy.
- Considering projects related to safety that could be used in the CVMIC Risk Reimbursement Program (formerly CVMIC Grant Program).

Administration

- Working with several departments on revisions to job descriptions.
- Working on various policies to incorporate changes that have been approved in recent months.
- HR participated in a Business Process Improvement event to review the seasonal hiring process. Several changes are being implemented this year based on that event.