



# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)



TO: Personnel Committee  
FROM: Jessie Lillibridge, Interim Human Resource Director  
RE: Human Resource Office Update  
DATE: August 1, 2016

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

### **Recruiting**

- Hired: Library Page (1)
- Hired: Firefighter (2)
- Hired: Police Officer (2)
- Hired: CSW Intern
- Hired: Mobility Manager
- Hired: Transit Driver (2)
- Hired: Crossing Guards (2)
- Interviewing: Electrical Inspector
- Interviewing: Commercial Inspector/Reviewer
- Interviewing: HR Director
- Advertising/Interviewing: Streets Laborer
- Advertising/Interviewing: Election Custodian

### **Employee Relations**

- Continuing to have an open door for all employee concerns
- Fire Grievance- arbitration complete
- Fire WC appeal was won by the City, however will likely be appealed
- Investigation and discipline for employees

### **Organization Development & Training**

- People Committee meeting – successful employee picnic
- Succession Planning –2016 process underway, working with departments

### **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
- HRA process is being developed 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
- Planning is under way for 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 – only one lost time injury so far this year
- 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 is active
- Working with MPL Board to recruit a new Library Director
- Working on 2017 budget
- Working with departments on job description updates

#### **Separations**

- Transit (2 – retirement)
- Transit (resignation)
- Fire (retirement)
- Library (resignation)
- Crossing Guard (resignation)
- Completed exit interviews with all voluntary separations/retirements