



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: May 3, 2021

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

Recruiting

- Hired: DPI Laborer
- Hired: Electrical Inspector
- Interviewing: Assistance Fire Chief
- Advertising: Firefighter/Paramedic (continuous)
- Advertising: Police Officer (continuous)
- Advertising: Seasonal positions
- Advertising: Transit Driver (continuous)
- Advertising: Building Inspector
- Advertising: Rahr-West Security Guard
- Advertising: Bridge Tender
- Advertising: Library Page
- Advertising: Police Administrative Clerk
- Extended Offer: Library Associate
- Extended Offer: Police Officer (end of May start)

Separations

- Transit Driver
- Cemetery Team Lead (retired)
- Police Officer
- Library Teen Associate (end of May)

Completed exit interviews with voluntary separations/retirements.

Upcoming retirements:

- Assistant Fire Chief (June)
- Building Inspector (June)
- Police Officer (June)
- Fire Captain (June)
- Fire Captain (January 2022)

Employee Relations

- Continuing to respond to employee concerns/questions.
- Investigation and discipline for employees continues as requested by Department Heads and Supervisors.
- Received a discrimination complaint from a current police officer. Working with outside legal to respond to the employee's request for a settlement. An information request was filled by the City.
- The fire contract language has been finalized. The back pay amounts are being calculated.
- The finance department is calculating the back pay owed to the Police union employees now that that contract has been ratified.
- The fire contract expires December 31, 2021. We await the union's request to open negotiations for the 2022-2024 contract.
- Received a grievance from the Transit union requesting back pay for time spent on administrative tasks (logging into Kronos, signing off on policies, performing evaluations, completing timesheets, etc.)

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.
- CVMIC has migrated their training to the Learn platform and is in the process of sending out user names and passwords to employees. Both the Learn and Onboard modules are included for CVMIC members, so we are also using the Onboard module to move our New Employee Orientation online.
- Migrated our intranet from CivicPlus to NeoGov's Onboard system.
- Several onsite and virtual training opportunities have been scheduled for employees in the upcoming months related to FMLA, worker's compensation, ADA, reasonable suspicion training, and leadership.

Compensation, Benefits & Wellness

- Manty Health & Wellness Center is still available to employees on the City's health plan. We have two vendor presentations scheduled this month to gain more information after reviewing the proposals received during the RFP process.
- Wellness Committee – monthly health topics and lunch and learn programs. We have a few events that we are working on for 2021. The first quarter has been spent on mental wellness.
- Biometrics screenings have been scheduled for October and November 2021.
- Working with Wellness Team to make updates to the City Hall fitness room.

Safety & Risk Management

- Continuing the lost time injury program, employees continue to report safety concerns.
- Working to meet the deadlines of the new federal requirements for the drug and alcohol clearinghouse for DOT drivers.
- The Safety Team is working on ways to remind employees that they should always be making good choices and focusing on safety. We've had several minor workers' comp cases that could have been prevented with better use of tools and the proper use of safety equipment.

- City employees participated in the statewide tornado drill on April 15.

Administration

- Working on a new employee orientation that will be primarily online. We will be using the Onboard platform.
- Worked to enroll DPW employees onto the City benefit plans through an open enrollment process.
- The seasonal hiring process is ongoing and taking up a great deal of time.
- The global landing page for browsers on city computers was rolled out.

COVID-19

- 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.
- Internal 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 issue.
- Continuing to monitor what Congress plans to do with the FFCRA leave (HR6201 bill) in regards to extending it into 2021.
- Continuing to provide employees with information on where to receive COVID vaccinations.
- As we bring employees back in-person, working with those who need ADA accommodations due to medical requests.