



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



TO: Personnel Committee
FROM: Rochelle Blindauer, Human Resource Director
RE: Human Resource Office Update
DATE: March 2, 2015

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

Recruiting

- Hired: Deputy Police Chief
- Promoted: Deputy Fire Chief
- Re-adverted: Associate Planner/Economic Expeditor
- Advertised: Police Lieutenant
- Advertising: Seasonal positions
- Interviewing: Transit Driver (part time)
- Interviewing: Police Officer
- Developed Internal job board through NeoGov on new intranet
- Updating Seasonal Employment Policy

Employee Relations

- Police Contract being presented to Council in March for ratification
- Fire bargaining mediation meeting preparation
- DPW bargaining for wage only, discussions with WERC

Organization Development & Training

- Continue to work on data entry of knowledge transfer forms into excel
- Regular meetings with department leaders to identify training needs, performance issues, and succession planning
- End of Year Review process is complete, 93% turned in
- Succession Planning is beginning, MLC meeting completed and voted on critical positions, starting 9 box activities with MLC
- Developing Succession Planning communication plan for all employees

Compensation & Benefits

- Wellness Committee meeting and 2015 planning
- Strategic benefits review meeting with AFG
- Wellness reimbursement program underway and gaining traction
- Deferred Compensation presentations and individual meetings in February for employees

Safety & Risk Management

- Safety committee meeting and discussion for 2015 goals
- MSDS online program implementation, user training in early March
- Reviewed Workers Compensation trends for 2014 with CVMIC – great year!
- Work plan meeting with CVMIC for 2015 strategic priorities with department heads

Administration

- BPI meeting and action items
- Employee Policy Manual updated again for Council approval in March, employee communication targeted Mar/Apr (Volunteer Time Off Policy and updates on other language)
- Attended Labor Law conference in Milwaukee
- Springbrook HR webinar training with Debbie in Payroll
- HR content on new intranet
- People Development Meeting & Action Items
 - Take your child to work day – April 24th

Separations

- Police Lieutenant (retirement)