



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: September 8, 2020

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

Recruiting

- Hired: Transit Driver
- Hired: Zoo Maintenance - PT
- Promoted: Maintenance Engineer
- Advertising: Firefighter/Paramedic (continuous)
- Advertising: Police Officer (continuous)
- Advertising: Seasonal positions
- Advertising: Transit Driver (continuous)
- Advertising: Finance Director/Treasurer
- Advertising: Library Page
- Reviewing applicants: Administrative Support Specialist - Finance
- Interviewing: Library Assistant

Employee Relations

- Continuing to respond to employee concerns/questions.
- Investigation and discipline for employees continues as requested by Department Heads and Supervisors.
- The firefighter collective bargaining agreement expired at the end of 2018. Gathering requested information for interest arbitration.
- The police collective bargaining agreement expires at the end of 2020. We plan to meet with the police union again in October to re-evaluate our offers since the union voted against the 6-month contract.
- Received a discrimination complaint from a current police officer. Working with outside legal to respond to the employee's request for a settlement.
- Working with county health nurse to be deemed as a certified breastfeeding friendly workplace.

Organizational Development & Training

- Working with departments on succession planning with employees as necessary. Several employees in key positions have announced plans for retirement in the upcoming year. Working on plans for each of these with Department Heads and Supervisors.
- 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.
- Schedule employee and manager training on Performance Evaluations for September. Annual performance evaluations begin October 1 and are due on November 15.
- Working on the new NeoGov Onboard/Learn platforms. CVMIC will be migrating their training to the Learn platform in 2021. Both modules are included for members, so we are also using the Onboard module to move our New Employee Orientation online.

Compensation, Benefits & Wellness

- Manty Health & Wellness Center operations continue to go well as they've returned to more normal operations. Mostly positive feedback from employees.
- Wellness Committee – monthly health topics and lunch and learn programs. We have a few events that we are working on for 2020 and working on incorporating Go365 into the initiatives.
- Onsite health risk assessments are completed. We have needed to add more onsite dates due to the overwhelming participation this year. We plan to have one more onsite HRA clinic in November after open enrollment. For next year, HSA contributions (if approved by Council) will be tied to participation in the biometric screenings.
- Working with brokers to determine recommendations for health and wellness plan for 2021. Open enrollment will be different this year due to limitations of our brokers and their ability to travel. We plan to move to a virtual option and are working on the details.

Safety & Risk Management

- Continuing the lost time injury program, employees continue to report safety concerns.
- Emergency response plans for all City buildings in progress. The plans are being updated with each specific building's information and will be distributed when completed.
- Working to meet the deadlines of the new federal requirements for the drug and alcohol clearinghouse for DOT drivers.
- Rolled out the new safety response protocol to all city locations.

Administration

- Continuously working with departments on job description updates. This is an ongoing project. Supervisors and Managers will be reviewing all job descriptions with employees as a part of the annual evaluation process.
- Preparing for annual evaluations and training for all employees later this year.
- Working on a new employee orientation that will be primarily virtual.

COVID-19

- Developed a policy to implement the new federal requirements of the Families First Coronavirus Response Act.
- Navigating recruitment via Zoom and onboarding employees via Kronos.
- Noticing an increase in unemployment claims.
- Assisting other departments in transitioning employees to remote work, answering questions about employees experiencing COVID symptoms, and employees whose family members have symptoms.
- 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.
- Continuing to implement the mandatory mask policy throughout the City.
- Working with parents as they navigate different schooling options and childcare issues related to the virtual or blended education models.

Separations

- Library Page
- Maintenance Engineer (retirement)
- Transit Driver
- Firefighter/MPO (retirement)
- Completed exit interviews with voluntary separations/retirements