



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: November 1, 2021

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

Recruiting

- Hired: Community Service Worker (promotion from CSW Intern)
- Hired: Transit Driver
- Hired: Art Instructor
- Advertising: Firefighter/Paramedic (continuous)
- Advertising: Police Officer (continuous)
- Advertising: Seasonal positions
- Advertising: Transit Driver (continuous)
- Advertising: Rahr-West Visitor Service Clerk
- Advertising: Library Executive Director
- Advertising: DPI Laborer
- Interviewing: Assistant Chief of Fire Rescue

Separations

- Art Instructor (RWAM)
- RWAM Guard
- Transit Driver
- DPI Laborer

Completed exit interviews with voluntary separations/retirements.

Upcoming retirements:

- Librarian (November 2021)
- Fire Captain (January 2022)
- Assistant Police Chief (January 2022)
- Police Officer (January 2022)
- Police Lieutenant (April 2022)
- Police Training Lieutenant (July 2022)

Employee Relations

- Investigation and discipline for employees continues as requested by Department Heads and Supervisors.

- The fire contract expires December 31, 2021. We will hopefully have a ratified contract from the Fire Union to bring for approval at the November Council meeting.
- Working to do another Veteran's Day recognition event this year through the People Development Committee.

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.
- Several onsite and virtual employee and manager training opportunities for related to FMLA, worker's compensation, ADA, reasonable suspicion training, and leadership have been held over the past few months.
- Annual performance evaluations have been rolled out through Kronos. Evaluations are due November 15.
- HR staff attended the annual state SHRM Conference in October.

Compensation, Benefits & Wellness

- Manty Health & Wellness Center is available to employees on the City's health plan. Working with Froedtert/HFM to transition services effective January 2022.
- Wellness Committee – monthly health topics and lunch and learn programs.
- Biometrics screenings are in process.
- Working with Wellness Team to make updates to the City Hall fitness room.
- Working with our benefits consultants on the 2022 benefits plan design and recommendations, and getting ready for open enrollment.
- Onsite flu shots were held in October.

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 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.
- Encouraging managers to schedule Active Killer drills in each City facility. The police department conducts these for us and gives employees excellent training on the things to be aware of in such a situation.

Administration

- Working with several departments on revisions to job descriptions.
- Working to revise Employee Policy Manual.

COVID-19

- 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 provide employees with information on where to receive COVID vaccinations.
- Working with employees who need ADA accommodations due to medical requests.
- Monitoring the CDC guidelines on the Delta variant and best practices for organizations as the numbers begin to increase.