



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: April 5, 2021

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

Recruiting

- Hired: Firefighter (2)
- Promotion: Operations Division Manager
- Promotion: Streets Team Leader
- Advertising: Firefighter/Paramedic (continuous)
- Advertising: Police Officer (continuous)
- Advertising: Seasonal positions
- Advertising: Transit Driver (continuous)
- Advertising: Commercial Electrical Inspector
- Advertising: Building Inspector
- Advertising: Rahr-West Security Guard
- Advertising: Bridge Tender

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.
- Working with county health nurse to be deemed as a certified breastfeeding friendly workplace.
- The fire bargaining team is working with finance to calculate back pay and to update the fire contract.
- The police contract has been signed. The finance department will begin determining back pay once they have completed the fire back pay calculations.
- 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.
- Working on the new NeoGov Onboard/Learn platforms. CVMIC will be migrating their training to the Learn platform in May 2021. Both modules are included for members, so we are also using the Onboard module to move our New Employee Orientation online.
- Working to migrate our intranet from CivicPlus to NeoGov's Onboard system.
- Working with Concordia to enter in an agreement similar to our agreement with Lakeland University, which would give our employees discounts on tuition.

Compensation, Benefits & Wellness

- Manty Health & Wellness Center is still available to employees on the City's health plan. We are working with USI to issue an RFP for clinic services.
- 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.
- Working with USI and Aurora to get biometrics screenings scheduled for 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.
- Working to complete all annual audiogram testing for 2021.

Administration

- Working on a new employee orientation that will be primarily online. We will be using the Onboard platform.
- Received correspondence from TeamCare (Central States) that an audit done by their firm shows that the City owes an estimated \$123,000 due to alleged discrepancies in reporting. The City Attorney sent a response to Central States.
- Received additional correspondence from TeamCare indicating that they would be dropping the former DPW employees from benefit coverage. Their coverage would remain in effect through April 24, 2021 unless the City considers paying the alleged back pay.
- Mid-year evaluations are in process. Evaluations are due to HR on April 1.
- Working through the seasonal hiring process.
- Rolling out and implementing the new Vehicle Use policy.
- Working with IT and the Mayor's office to develop a global landing page for browsers on city computers.

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.
- Working to determine which employees are eligible for the COVID vaccine and to get them registered if they are interested in the vaccine.
- As we bring employees back in-person, working with those who need ADA accommodations due to medical requests.

Separations

- Rahr-West Security Guard (retired)
- PD Detective Captain (retired)
- Rahr-West Art Instructor
- Bridge Tender
- Completed exit interviews with voluntary separations/retirements