



# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)

TO: Personnel Committee  
FROM: Jessie Lillibridge, Human Resources Director  
RE: Human Resources Office Update  
DATE: May 2, 2022

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

## **Recruiting**

- Hired: Transit Driver
- Hired: Library Assistant
- Hired: Police Officer
- Advertising: Firefighter/Paramedic (continuous)
- Advertising: Police Officer (continuous)
- Advertising: Seasonal positions
- Advertising: Transit Driver (continuous)
- Advertising: Assistant City Attorney
- Advertising: City Attorney
- Advertising: DPI Laborer
- Advertising: Finance Director/Treasurer
- Advertising: Library Page
- Advertising/Interviewing: Payroll Administrator
- Advertising: School Crossing Guard
- Advertising: Staff Engineer

## **Separations**

- Police Lieutenant (retirement)
- Fire Captain (retirement)
- Fire Captain (retirement)
- Fire Motor Pump Operator (retirement)
- Firefighter
- Library Youth Apprentice Intern
- Finance Director/Treasurer

Completed exit interviews with voluntary separations/retirements.

Upcoming separations/retirements:

- City Attorney
- Library Youth Services Manager
- Police Training Lieutenant (July 2022)

### **Employee Relations**

- Investigation and discipline for employees continues as requested by Department Heads and Supervisors.
- The years of service and retiree recognition program continues to receive positive feedback.
- Working with department heads to focus on recruitment and retention of employees.
- Working to settle a fire union grievance held in abeyance. This grievance was submitted to the City on behalf of several members who did not receive the contractual annual physical exam during the pandemic. We hope to resolve this before the end of 2022.
- Received a grievance from the police union related to the hiring of a seasonal police assistant.

### **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.
- Meeting quarterly with each department head to identify training needs, performance issues, succession planning, and feedback for HR.
- Working with CVMIC to offer several leadership courses and employee training courses onsite this year.
- Recommending CVMIC's new Employee Enrichment series to employees. The series will serve as a refresher on soft skills.
- Mid-year evaluations are mostly complete.

### **Compensation, Benefits & Wellness**

- Manty Health & Wellness Center is available to employees on the City's health plan. The move to the new clinic has been successful. We are working closely with Froedtert to address any concerns immediately.
- Wellness Committee – monthly health topics and lunch and learn programs.
- Working with USI to plan our benefit strategy for the next several months.
- Based on the results of last year's health risk assessment events, we are working on initiatives that will address some of the top health related issues of City employees and their spouses.
- Meeting with Aurora, USI, and Go365 to schedule 2022 Health Risk Assessments for employees.
- The plan for HRAs is to provide the firefighter HRAs earlier in the year so that we can coordinate the blood draws at the same time as their annual physicals.

### **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.
- Working on revision of the current PPE policy.
- Working with Aurora and USI on the occupational health services and streamlining the processes and billing of these services.

### **Administration**

- Working with several departments on revisions to job descriptions and potential job repricing.
- Working with MPU on transition of WWTF employees to MPU, beginning in 2023.

- With the departure of several key employees, the HR Department is taking on quite a few additional tasks until the positions have been filled. Additionally, much time is being spent on recruitment tasks (posting jobs, interviewing, onboarding, offboarding).
- Much of our time right now is being spent acclimating and training Pam in her new HR Assistant role.