



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



TO: Personnel Committee
FROM: Rochelle Blindauer, Human Resource Director
RE: Human Resource Office Update
DATE: April 4, 2016

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

Recruiting

- Hired/Accepted Offer: Seasonal Summer positions
- Interviewing: Police Officer
- Interviewing: Library Page
- Advertising/Interviewing: Seasonal Staff
- Advertising/Interviewing: Transit Driver
- Advertising/Interviewing: Streets Laborer
- Advertising/Interviewing: Assistant Director- Rahr West
- Advertising/Interviewing: Farmers Market Manager

Employee Relations

- Continuing to have an open door for all employee concerns
- Fire Grievance- PC denied and now it is moving to arbitration step
- Transit Grievance hearing and follow up
- Discuss strategy on WC appeal with City staff and outside legal council
- Investigation and discipline hearing for employee
- Transit union unit clarification (Mechanics) request for meeting

Organization Development & Training

- Regular meetings with department heads to identify training needs, performance issues, succession planning, and feedback for me
- Succession Planning –2016 process underway, not a lot of interest from staff for selected positions
- Implemented Spot Award program for all employees, going over well

Compensation & Benefits

- We continue to have meetings regarding MHWC implementation, going well
 - Working out occupational health and WC strategies for MHWC moving forward
- Finalized implementation of Anthem VSTD benefit
- Reviewed HRA results with Aurora – working on re-eval of the HRA scores and sending out targeted outreach letters to employees/spouses with high risk categories of concern
- Started planning 2016 Employee Health Fair – going to be great!

Safety & Risk Management

- Continue the lost time injury program, employees are enjoying it and keep an eye out for safety
- Safety committee meeting and discussion for 2016 goals –implemented monthly topics
- Workers Compensation review and addressing concerns
- Emergency response plans for all City buildings in progress – goal of completion by Q2

Administration

- Conducted the 2016 Employee Feedback Survey, results were shared with MLC, action planning is underway with departments along with employee meetings
- Meeting with Curative Connections regarding Project Search for 2017
- Working with IT on restricting e-mail and VDI access to all non-exempt employees after hours
- Agreement with Wons Background Check Company for conducting our credit background checks
- Attended Lean report out at ThedaCare, great to see their process and buy in at all levels of staff

Separations

- Transit Driver (retirement)
- Street Laborer (retirement)
- Completed exit interviews with all voluntary separations/retirements