



# 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: August 4, 2025

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

## **Recruiting**

- Hired: MPL Maintenance Helper (Ascend)
- Hired: Community Service Worker
- Promoted: Animal Zookeeper
- Promoted: Fire Motor Pump Operator
- Reclassified: School Resource Officer
- Advertising: Transit Driver
- Advertising: Seasonal positions
- Job offer: Community Service Worker

## **Separations/Retirements**

- Zoo Curator of Animals
- Planner – Business & Housing
- Senior DPI Laborer (retirement)
- Transit Driver

Upcoming separations/retirements:

- Transit Driver
- Parks Team Leader (December)
- DPI Laborer (December)

- Completed exit interviews with voluntary separations/retirements.
- Seasonal hiring is in full swing.

## **Employee Relations & Engagement**

- Investigation and discipline for employees continue as requested by Department Heads and Supervisors. Working with managers on coaching and providing support to employees.
- Working with department heads to focus on recruitment and retention of employees.
- Union negotiations with Teamsters Local 662 will begin in September.
- Employee and Volunteer Appreciation Picnic will be held at Citizen Park on August 7<sup>th</sup> from 3pm-7pm.

### **Organizational Development & Training**

- The Tuition Reimbursement program has seen a decline in requests by employees. Continuing the program in 2025 but will re-evaluate during the year. The plan is to discuss this during the budget planning.
- Meeting quarterly with each department head to identify training needs, performance issues, succession planning, and feedback for HR.
- A small group of department heads has worked to make recommendations to revise the current performance evaluation process and compensation philosophy. This is ongoing.
- Several onsite training programs will be offered to employees in 2025, hosted by CVMIC. These will include Civility Training, and two leadership courses related to recruiting, training, and retraining. CVMIC will also be onsite to conduct Reasonable Suspicion Drug & Alcohol training.
- The HR Department will be providing manager training in September. This training will cover various important compliance, hiring, and other HR-related matter. The plan is to provide the training as an annual refresher.

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

- Manty Health & Wellness Center is available at the Froedtert Harbor Town campus for employees on the City's health plan.
- Wellness Steering Team – monthly health topics and lunch and learn programs.
- The City continues to offer the wellness platform, Vitality, to all employees and spouses enrolled in the City's health plan.
- Working with McClone to transition to their services. Looking at doing RFPs for various employee benefits.
- Onsite flu shots will be available to employees in September.

### **Safety & Risk Management**

- Continuing the lost time injury program, employees continue to report safety concerns.
- Through the Safety Steering Team, working to address facility safety concerns identified by CVMIC during annual inspections. Also, completing regular safety inspections of City facilities.
- Working with CVMIC to navigate some complicated worker's compensation cases.
- Working on revisions to the Drug & Alcohol Policies.

### **Administration**

- Working with several departments on revisions to job descriptions.
- Working on various policies to incorporate changes that have been approved in recent months.