



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



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

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

Recruiting

- Hired: DPI Laborer
- Hired: Police Officer (2)
- Hired: Recruit Police Officer
- Hired: Library Clerk
- Hired: Parks Planner
- Advertising: Firefighter/Paramedic (continuous)
- Advertising: Police Officer (continuous)
- Advertising: Seasonal positions
- Advertising: Transit Driver (continuous)
- Advertising: DPI Laborer
- Advertising: Commercial Electrical Inspector
- Interviewing: Firefighter/Paramedic
- Reviewing applicants: CSW Intern
- Two promotions: City Clerk and Deputy City Clerk

Employee Relations

- Continuing to respond to employee concerns/questions.
- Investigation and discipline for employees continues as requested by Department Heads and Supervisors.
- The firefighter collective bargaining agreement expired at the end of 2018. A two-day arbitration hearing was held on October 21 & 22. Our outside legal team will develop our legal brief and submit prior to the end of the year. The final decision will likely be made by the arbitrator by March 2021.
- The police collective bargaining agreement expires at the end of 2020. A new final offer was sent to the police union as directed by the Personnel Committee. The determination was made to request a mediation session with WERC. The mediation was held on January 14. We did not come to an agreement but we came very close and we plan to give the Committee an update this month.
- 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.

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 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.

Compensation, Benefits & Wellness

- Manty Health & Wellness Center is still available to employees on the City's health plan. We are working with USI to determine the best course of action for being able to provide clinic services to employees.
- We met with USI and the MPSD last week to discuss the RFP for clinic services. We plan to distribute the RFP in February, with responses due March 15.
- We had a record number of employees participate in the health risk assessments this year. There were a total of 177 employees and 83 spouses, for a total of 260 participants. For reference, we had 167 participants in 2019, and 172 participants in 2018.

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.

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. A response is being developed by the City Attorney.
- Working on annual reporting – ACA reporting, Worker's Comp, drug and alcohol reporting, safety reporting, etc.
- Reviewing the current recruiting and backfilling process. It's currently a process that relies on approvals from several different resolutions from the past few years and because of this, it's quite complex. Looking to streamline the process and bring forward a request for approval of a more simplified process.

COVID-19

- Continuing interviewing of job candidates via Zoom and onboarding employees via Kronos.
- Assisting other departments in transitioning employees to remote work, answering questions about employees experiencing COVID symptoms, and employees whose family members have symptoms.
- 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.
- 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 issues related to the virtual or blended education models.
- Closely monitoring 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.

Separations

- Police Officer (2)
- Fire Captain – retirement
- DPI Laborer
- Library Clerk
- City Clerk – retirement
- Finance Director - retirement
- Completed exit interviews with voluntary separations/retirements