



# 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: December 4, 2023

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

## **Recruiting**

- Hired: Recruit Officer (2)
- Hired: Police Officer (3)
- Hired: Library Page
- Hired: Library Maintenance Technician
- Hired: Admin Support Specialist (RWAM)
- Hired: Firefighter (3)
- Hired: Zookeeper
- Promoted: Assistant Fire Chief
- Advertising: Police Officer (continuous)
- Advertising: Transit Driver (continuous)
- Advertising: Seasonal positions
- Advertising: Firefighter/Paramedic
- Advertising: School Crossing Guard
- Advertising: Library Maintenance Technician
- Advertising: City Clerk Admin Support Specialist
- Advertising: RWAM Visitor Services Clerk
- Interviewing/Tentative Offers: Admin Support Specialist (Clerks)

## **Separations**

- Transit Driver (retirement)
- Zookeeper

Upcoming separations/retirements:

- Fire Motor Pump Operator (December 2023)
- Library Materials Manager (February 2024)
- Plumbing Inspector (May 2024)

Completed exit interviews with voluntary separations/retirements.

## **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.

- 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.
- The Police Union is voting on the tentative agreement. They should have vote results on December 4.

#### **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 CDL tuition payback provision has been used by one employee.
- Meeting quarterly with each department head to identify training needs, performance issues, succession planning, and feedback for HR.
- Performance evaluations were completed.

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

- Manty Health & Wellness Center is available to employees on the City's health plan.
- Wellness Steering Team – monthly health topics and lunch and learn programs. Continuing to offer discounted yoga classes at a local studio. Working on a 12 Days of Wellness initiative for December.
- Working on implementing Vitality (Go365 replacement) effective January 1, 2024.
- Preparing open enrollment data for payroll and transmission to vendors.
- Working on pay recommendations for non-represented employees.

#### **Safety & Risk Management**

- Continuing the lost time injury program, employees continue to report safety concerns.
- Working to provide access to and training on Epi pens and Narcan at City facilities.
- Submitted receipts to CVMIC to receive \$7,000 matching funds for safety and wellness initiatives.
- Through the Safety Steering Team, working to address some facility safety concerns identified by CVMIC during annual inspections.
- Reviewing PPE policy.

#### **Administration**

- Working with several departments on revisions to job descriptions.
- Much time is being spent on recruitment tasks (posting jobs, interviewing, onboarding, offboarding).
- Working on various policies to incorporate changes that have been approved in recent months.