



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: August 2, 2021

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

Recruiting

- Hired: Library Page (2)
 - Hired: RWAM Art Instructor
 - Hired: Police Officer
 - Hired: Police Administrative Clerk (promotion of current employee)
 - Hired: Bridge Tender
 - Hired: Transit Driver (2)
 - Hired: Firefighter (5)
 - Hired: Community Service Worker
 - Advertising: Firefighter/Paramedic (continuous)
 - Advertising: Police Officer (continuous)
 - Advertising: Seasonal positions
 - Advertising: Transit Driver (continuous)
 - Advertising: Rahr-West Security Guard
 - Advertising: Library Executive Director
 - Advertising: Assistant Chief of Fire Rescue
 - Extended Offer: PD Recruit Officers (2)
- Since May 1, 2021, Human Resources has onboarded 135 seasonal employees.

Separations

- Fire Captain - retirement
- Transit Driver (2)
- Police Officer (3) - retirement
- Bridge Tender
- Library Executive Director (08/04/2021)
- Firefighter

Completed exit interviews with voluntary separations/retirements.

Upcoming retirements:

- Fire Captain (January 2022)

- Librarian (November 2021)

Employee Relations

- Continuing to respond to employee concerns/questions.
- Investigation and discipline for employees continues as requested by Department Heads and Supervisors.
- 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.
- The fire contract language has been finalized. The back-pay amounts are being calculated.
- The finance department is calculating the back pay owed to the Police union employees now that that contract has been ratified.
- The fire contract expires December 31, 2021. We await the union's request to open negotiations for the 2022-2024 contract.
- Resolved grievance with Transit union by making some administrative changes to timesheet entry and login requirements.

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.
- Several onsite and virtual training opportunities have been scheduled for employees in the upcoming months related to FMLA, worker's compensation, ADA, reasonable suspicion training, and leadership.
- Working on rolling out annual performance evaluations through Kronos. Evaluations will be sent out beginning in October and are due November 15.

Compensation, Benefits & Wellness

- Manty Health & Wellness Center is still available to employees on the City's health plan. We are evaluating the proposals and plan to make a recommendation for 2022 at the September Personnel Committee meeting.
- Wellness Committee – monthly health topics and lunch and learn programs. We have a few events that we are working on for 2021.
- Biometrics screenings have been scheduled for October and November 2021.
- Working with Wellness Team to make updates to the City Hall fitness room.
- Working with our benefits consultants on the 2022 benefits plan design and recommendations, and getting ready for open enrollment.

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 always 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.

Administration

- Working on the 2022 budget.
- The global landing page for browsers on city computers was rolled out.

COVID-19

- 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.
- Internal contact tracing for employees who are determined to be close contacts of someone who tested positive.
- Continuing to provide employees with information on where to receive COVID vaccinations.
- As we bring employees back in-person, working with those who need ADA accommodations due to medical requests.
- Monitoring the CDC guidelines on the Delta variant and best practices for organizations as the numbers begin to increase.