



# 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: March 4, 2024

---

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

## **Recruiting**

- Hired: Firefighter (2)
- Hired: Transit Driver
- Promoted: Battalion Chief (3)
- Promoted: Fire Lieutenant (3)
- Promoted: Fire Motor Pump Operator (4)
- Promoted: Library Materials Manager
- Advertising: Police Officer (continuous)
- Advertising: Seasonal positions
- Advertising: Firefighter/Paramedic
- Advertising: School Crossing Guard
- Advertising: Library Maintenance Technician
- Advertising: Plumbing Inspector
- Advertising: RWAM Visitor Services Clerk
  
- The summer seasonal positions have been posted.

## **Separations**

- Library Materials Manager (retirement)

Upcoming separations/retirements:

- Plumbing Inspector (May 2024)
- Library Associate (May 2024)
- Police Officer (June 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.
- Looking to schedule City facility tours for employees who are interested. A survey was done and areas of interest include the Bridges, Zoo, Fire Stations, Police Department, and DPW.

- Employee Work Day will be held in May at the Lincoln Park Zoo.
- Received a grievance from Firefighters Local 368 related to the Battalion Chiefs position and elimination of the Captain position.
- The collective bargaining agreement with Firefighters Local 368 expires 12.31.2024.

#### **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.
- CVMIC will be onsite to conduct a leadership training session in May.

#### **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.
- Vitality (Go365 replacement) was rolled out for employees enrolled in the City health plan effective January 1, 2024.
- Employer HSA contributions will be made the first week of March.
- Completed end of year reporting of ACA.

#### **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.
- Through the Safety Steering Team, working to address some facility safety concerns identified by CVMIC during annual inspections.
- Reviewing PPE policy.
- Completed end of year reporting for drug and alcohol testing and self-insured workers comp.
- Partnering with Fire Rescue to provide AED & First Aid to employees in March.
- Partnering with the Rec Department to offer a desk/chair yoga session in March focusing on healthy ergonomics.

#### **Administration**

- Working with several departments on revisions to job descriptions.
- Working on various policies to incorporate changes that have been approved in recent months.
- HR participated in a Business Process Improvement event to review the seasonal hiring process. Several changes were implemented based on that event.