



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: January 4, 2024

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

Recruiting

- Hired: Administrative Support Specialist (Clerks)
- Hired: Transit Driver
- Promoted: Fire Lieutenant
- Promoted: Fire Motor Pump Operator
- Promoted: Library Systems Administrator
- Advertising: Police Officer (continuous)
- Advertising: Transit Driver (continuous)
- Advertising: Seasonal positions
- Advertising: Firefighter/Paramedic
- Advertising: School Crossing Guard
- Advertising: Library Maintenance Technician
- Advertising: Plumbing Inspector
- Advertising: RWAM Visitor Services Clerk
- Interviewing/Tentative Offers: Firefighters

Separations

- Fire Motor Pump Operator (retirement)

Upcoming separations/retirements:

- 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.

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.

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.
- Finalized open enrollment data for payroll and vendors.
- Submitted non-represented employees pay recommendations to payroll.

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.
- Preparing for end of year reporting (ACA, Workers Comp, DSPS, Federal Drug & Alcohol, etc.)

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.