



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: January 7, 2025

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

Recruiting

- Hired: Police Officer (2)
- Hired: Administrative Support Specialist (Clerks)
- Hired: Firefighter (3)
- Hired: PD Recruit Officer
- Promoted: Transit Driver (2)
- Advertising: Police Officer (continuous)
- Advertising: Transit Driver
- Advertising: DPI Fleet Mechanic
- Advertising: DPI Laborer
- Advertising: Seasonal positions
- Interviewing: DPI Fleet Mechanic
- Interviewing: DPI Laborer
- Pending offer: Custodian

Separations

- Transit Driver
- Police Officer
- DPI Business Manager

Upcoming separations/retirements:

- Police Detective (January 2025)
 - Arborist/Forester (January 2025)
 - Transit Driver (January 2025)
 - Police Captain of Detectives (February 2025)
 - Transit Driver (March 2025)
 - Fire Lieutenant (April 2025)
- 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.
- Working with department heads to focus on recruitment and retention of employees.

- Firefighters Local 368 filed several grievances related to mandatory overtime concerns, which were denied by management. Arbitration on this matter is scheduled for February 5th at City Hall.
- Firefighters Local 368 filed a grievance related to secondary employment, which was denied by management. Arbitration on this matter is scheduled for April 9th at City Hall.
- City Staff Holiday Potluck was held at City Hall on December 12th.
- Employee Appreciation Party will be held January 16th.

Organizational Development & Training

- The Tuition Reimbursement program has seen a decline in requests by employees. Continuing the program in 2025 but will re-evaluate during the year.
- Meeting quarterly with each department head to identify training needs, performance issues, succession planning, and feedback for HR.
- A small group of department heads is reviewing the current performance evaluation process and compensation philosophy. Periodic meetings are being held with the Mayor.

Compensation, Benefits & Wellness

- Manty Health & Wellness Center is available at the Froedtert Harbor Town campus for employees on the City's health plan.
- Wellness Steering Team – monthly health topics and lunch and learn programs.
- Vitality program continues. Working with the vendor to improve user functions and engagement.
- Revised the hours for the City Hall Fitness Room to encourage more usage. Also worked with City Attorney to update the facility's liability waivers.
- Updated the compensation plan to reflect the 2.9% structural increase approved by the Mayor.
- Non-rep compensation increases for 2025 are being calculated based on evaluation ratings. A general increase of 2.9% was approved by Council and Mayor. Employees receiving exceptional ratings will receive a 1-2% additional increase. Employee receiving inconsistent ratings receive 0% increase. Increases will go into effect the pay period that includes January 1, 2025.
- Worked with USI to secure a different stop-loss vendor for 2025. Actual cost savings will be minimal, but the agreement includes a provision that renewals are capped at 50% increase.
- Employees will have access to a new EAP platform, Life Matters, in 2025.

Safety & Risk Management

- Continuing the lost time injury program, employees continue to report safety concerns.
- Through the Safety Steering Team, working to address facility safety concerns identified by CVMIC during annual inspections.
- Working with CVMIC to navigate some complicated worker's compensation cases.

Administration

- Working with several departments on revisions to job descriptions.
- Working on various policies to incorporate changes that have been approved in recent months.
- Recommending a new fraternization policy.