



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: January 5, 2026

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

Recruiting

- Hired: Transit Driver (2)
- Hired: DPI Laborer
- Advertising: Fleet/DPI Mechanic
- Advertising: DPI Laborer
- Advertising: School Crossing Guard
- Advertising: Transit Driver
- Advertising: Library Maintenance Specialist
- Advertising: Seasonal positions

Sepations/Retirements

- Parks Team Leader (retirement)

Upcoming separations/retirements:

- Senior DPI Laborer (January 2026)
- Police Chief (March 2026)
- Fire Chief (2026)
- Inspector Supervisor (April 2026)

- 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.
- Finalized a Collective Bargaining Agreement with the Teamsters Local 662.
- Preparing to implement the 48/96 schedule in Fire Rescue effective January 1, 2026.
- Received a request to open bargaining from WPPA. Contract expires December 31, 2026.
- The Employee Holiday Party will be held at the Yacht Club on January 15, 2026.

Organizational Development & Training

- Recommending ending the Tuition Reimbursement Program and instead developing a Scholarship Program. This is due to declining participation in the Tuition Program over the past several years.

- Meeting quarterly with each department head to identify training needs, performance issues, succession planning, and feedback for HR.

Compensation, Benefits & Wellness

- Mandy Health & Wellness Clinic 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. Currently planning is underway for 2026 Wellness initiatives.
- The City continues to offer the wellness platform, Vitality, to all employees and spouses enrolled in the City's health plan.
- Continuing to work with McClone to roll out 2026 benefits, including new pharmacy and new vision vendors.
- Completed non-discrimination testing and the City passed.

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. Also, completing regular safety inspections of City facilities.
- In 2026, CVMIC will be implementing a new worker's compensation intake process, which will require injured employees to reach out to a nurse triage phone line to initiate injury claims.

Administration

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