



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: February 3, 2025

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

Recruiting

- Hired: Custodian
- Hired: Firefighter (2)
- Promoted: Arborist/Forester
- 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

- Firefighter
- Police Detective
- Arborist/Forester
- Transit Driver
- Senior DPI Laborer

Upcoming separations/retirements:

- Police Captain of Detectives (February 2025)
- Transit Driver (March 2025)
- Police Officer (March 2025)
- Fire Lieutenant (April 2025)
- Police Officer (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.
- Employee Appreciation Party was 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.
- Several onsite training programs will be offered to employees in 2025, hosted by CVMIC. These will include Civility Training, and two leadership courses related to recruiting, training, and retraining.

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.
- Rolled out a new EAP service through Life Matters effective January 1, 2025.
- Non-represented employee increases were effective the first payroll in January 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.
- Working on annual reporting (ACA, Workers Compensation, Drug & Alcohol, etc.).
- HR will be assisting Finance in demoing some timekeeping software through Springbrook.
- The Seasonal Hiring kick-off meeting was held and seasonal positions will be posted via the City website.