



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: December 1, 2025

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

Recruiting

- Hired: Transit Driver
- Hired: School Crossing Guard
- Hired: Municipal Court Clerk
- Hired: School Crossing Guard
- Hired: Library Assistant
- Promoted: Metro Drug Investigator
- Advertising: Fleet/DPI Mechanic
- Advertising: DPI Laborer
- Advertising: Police Officer
- Advertising: School Crossing Guard
- Advertising: Transit Driver
- Interviewing: DPI Laborer

Separations/Retirements

- Municipal Court Clerk
- Library Assistant
- Bridgetender
- Firefighter
- Police Officer
- DPI Laborer (retirement)
- DPI Laborer (resignation)
- Transit Driver
- School Crossing Guard

Upcoming separations/retirements:

- Parks Team Leader (December)
- DPI Laborer (December)
- Senior DPI Laborer (January 2026)
- Police Chief (as early as January 2026 but may extend to March)
- 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.
- Union negotiations with Teamsters Local 662 began in September. Prior to going to mediation, the parties were able to come to an agreement. The final revisions are being reviewed by the Union.
- 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.
- The HR Department provided manager training in September. This training will cover various important compliance, hiring, and other HR-related matter. Feedback from managers was that the training was valuable so the plan is to provide the training as an annual refresher.

Compensation, Benefits & Wellness

- Manty 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. The Team will be rolling out the 12 Days of Wellness on December 1st.
- The City continues to offer the wellness platform, Vitality, to all employees and spouses enrolled in the City's health plan.
- Open enrollment was held from November 6-18th. Human Resources and Payroll are working with vendors to process enrollments.
- Working on recommendations for 2026 non-represented employee pay increases for Finance Department.

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.
- Performance evaluations were done between October 1-November 15th. Working to finalize the evaluations as they are processed by Department Heads.