



# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)

TO: Personnel Committee  
FROM: Jessie Lillibridge, Human Resources Director  
RE: Human Resources Office Update  
DATE: September 7, 2023

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

## **Recruiting**

- Hired: RWAM Visitor Services Clerk
- Hired: Police Officer
- Hired: Library Assistant
- Hired: Firefighter (2)
- Hired: Custodian
- Promoted: Transit Driver Team Lead
- Advertising: Police Officer (continuous)
- Advertising: Transit Driver (continuous)
- Advertising: Seasonal positions
- Advertising: Firefighter/Paramedic
- Advertising: Assistant Fire Chief
- Interviewing: Firefighters

## **Separations**

- Firefighter
- Police Officer
- Staff Engineer

Upcoming separations/retirements:

- Fire Motor Pump Operator (December 2023)
- Library Materials Manager (February 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.
- Bargaining with the Police Union is ongoing as the two sides have been unable to come to an agreement.

### **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.
- Performance evaluations will begin on October 1 and are due to HR on November 15<sup>th</sup>.
- CVMIC will be onsite performing leadership training on October 3.

### **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. Over the summer, the team is offering discounted yoga classes at a local studio.
- We have worked with USI to review options to replace Go365. We have decided to move to Vitality and will implement on January 1, 2024.
- Working with USI on benefit plan design for 2024. A recommendation will be brought to Council in October.
- Working on open enrollment education materials and presentation.

### **Safety & Risk Management**

- Continuing the lost time injury program, employees continue to report safety concerns.
- Working with Building & Grounds to address some security and door access issues.
- Working with IT on best practices for ensuring IT security.
- Working to provide access and training to Epi pens at City facilities.
- Working on compiling CVMIC Grant Requests. The City has the opportunity to earn up to \$7,000 matching funds from CVMIC each year for safety and wellness initiatives.

### **Administration**

- Working with several departments on revisions to job descriptions.
- Much time is being spent on recruitment tasks (posting jobs, interviewing, onboarding, offboarding).
- Working with IT to ensure our cyber systems, and the many different platforms and programs used at the City, are set up to be as secure as possible. This includes quarterly emailed security testing links and phishing simulation campaigns.
- Working on 2024 budget recommendations.