



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: June 3, 2024

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

Recruiting

- Hired: Library Associate (2)
- Hired: Recruit Officer
- Hired: Several seasonal positions have been filled
- Advertising: Police Officer (continuous)
- Advertising: Firefighter/Paramedic
- Advertising: Seasonal positions
- Advertising: Library Assistant – PT

Separations

- Plumbing Inspector (retirement)
- Police Officer
- Library Associate (retirement)
- Fire Motor Pump Operator

Upcoming separations/retirements:

- Police Officer (June 2024)
- Transit Driver (August 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.
- Working with department heads to focus on recruitment and retention of employees.
- City facility tours for employees were held at three City locations including the Bridges, Zoo, and DPW. They were well-attended and feedback from survey was positive. More tours will be held in the future.
- Employee Work Day was held in May at the Lincoln Park Zoo. We had a total of 24 employees who participated from seven different departments - Clerks, Community Development, DPI/Transit, Fire/Inspection, Human Resources, Library, and Police.
- Firefighters Local 368 have filed for arbitration of the grievance related to the Battalion Chiefs position and elimination of the Captain position. After discussion with and agreement from the

union, the City has requested that instead of arbitrating on July 9th, instead we will try to resolve the grievance through mediation.

- The collective bargaining agreement with Firefighters Local 368 expires 12.31.2024. A request was received to begin negotiations. However, no dates have been set due to the open grievance issue, of which the outcome may greatly impact the City's bargaining strategy.

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. A revised version will be presented to the Committee at the June meeting.
- Meeting quarterly with each department head to identify training needs, performance issues, succession planning, and feedback for HR.
- CVMIC conducted leadership training session on May 29th and will be onsite again in July to conduct more leadership training.

Compensation, Benefits & Wellness

- Manty Health & Wellness Center is available at the Froedtert campus for employees on the City's health plan.
- Wellness Steering Team – monthly health topics and lunch and learn programs. Focusing this quarter on stress and sleep. Rolled out a fitness reimbursement program.
- Vitality program is off to a slow start. Working with the vendor to improve user functions and engagement.
- Working with a team of department heads to review performance and compensation policies and determine if revisions are warranted.

Safety & Risk Management

- Continuing the lost time injury program, employees continue to report safety concerns.
- Working to provide access to and training on Epi pens and Narcan at City facilities.
- Through the Safety Steering Team, working to address some facility safety concerns identified by CVMIC during annual inspections.
- Working with CVMIC to review and revise PPE policy.
- Considering projects related to safety that could be used in the CVMIC Risk Reimbursement Program (formerly CVMIC Grant Program).
- Offering employees fire extinguisher training in June in collaboration with Fire Rescue.

Administration

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