



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: August 5, 2024

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

Recruiting

- Hired: Library Page (2)
- Hired: Transit Driver
- Promoted: Library Assistant
- Promotion: Motor Pump Operator
- Hired: Several seasonal positions
- Advertising: Police Officer (continuous)
- Advertising: Firefighter/Paramedic
- Advertising: Seasonal positions

Separations

- Transit Driver
- Police Officer (retirement)
- Transit Division Manager
- Page (3)

Upcoming separations/retirements:

- Transit Driver (August 2024)
- Transit Driver (January 2025)
- Police Captain of Detectives (February 2025)
- Transit Driver (March 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.
- Planning additional City facility tours.
- Employee & Volunteer Appreciation Picnic was held Thursday, August 1 at Citizen Park.
- Firefighters Local 368 filed two grievances which were denied by management. The Local is appealing the denials to the Personnel Committee.
- The City and Firefighters Local 368 held a mediation in hopes to settle the Acting Captain Pay grievance. A side letter has been drafted and will be presented to Council for approval.

- The collective bargaining agreement with Firefighters Local 368 expires 12.31.2024. A request was received to begin negotiations.

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 July 24th.

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 continues. 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.
- Working with USI to review the current health plan performance and make recommendations for 2025.

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).
- A fire drill was held at City Hall on July 30, 2024.

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 2025 budget recommendations.