



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: October 7, 2024

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

Recruiting

- Hired: Administrative Support Specialist (RWAM)
- Hired: Library Page
- Hired: Transit Driver
- Hired: Several seasonal positions
- Advertising: Police Officer (continuous)
- Advertising: Firefighter/Paramedic
- Advertising: Seasonal positions

Separations

- Administrative Support Specialist (RWAM)

Upcoming separations/retirements:

- DPI Business Manager (December 2024)
- Police Detective (January 2025)
- Arborist/Forester (January 2025)
- Transit Driver (January 2025)
- Police Captain of Detectives (February 2025)
- Transit Driver (March 2025)
- Fire Lieutenant (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.
- Employee & Volunteer Appreciation Picnic was held Thursday, August 1 at Citizen Park.
- Firefighters Local 368 filed several grievances related to mandatory overtime concerns, which were denied by management. The union has now requested arbitration.
- The City and Firefighters Local 368 held a mediation in hopes to settle the Acting Captain Pay grievance. The side letter was approved and implemented.
- Employees were given the opportunity to tour the Sexton house at Evergreen Cemetery. Additionally, a tour was also given of the cemetery.

Organizational Development & Training

- The Tuition Reimbursement program has seen a decline in requests by employees. Will evaluate whether making the recent changes to the program increase usage requests.
- Meeting quarterly with each department head to identify training needs, performance issues, succession planning, and feedback for HR.
- Performance evaluations have been rolled out and are due to Human Resources on November 15th.
- MLC is working on vetting employees who are being recommended for exceptional or inconsistent overall ratings.
- A small group of department heads is reviewing the current performance evaluation process and compensation philosophy. Periodic meetings are being held with the Mayor.

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. 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.
- 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.
- Open enrollment will be held November 7-20, 2024.
- Aurora will be onsite to provide flu shots on October 15th.
- Market increase from the Annual Wage Survey (WI Fox Valley-NE Region) is as follows:
 - Exempt: 2.9%
 - Non-exempt: 2.9%
 - EPM Article 14 states "After the Wage Survey Report is received each year, the 5-Year Rate of the compensation structure will be adjusted accordingly based on the actual structural increase of the previous year for Exempt and Non-exempt employees in the Wisconsin Fox Valley-Northeast Region. These amounts will be reported to the Personnel Committee annually. If the Wage Survey Report increase would be reported as more than 2.5%, a request may be made to Council to change the overall increases to employees."

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.
- Worked with CVMIC to review and revise PPE policy.
- Active killer drills and training were provided to employees at City Hall on September 24th. Training is also being held at DPW and Transit buildings.
- 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.
- Submitted budget requests to Mayor and Finance.