



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: April 3, 2023

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

Recruiting

- Hired: Administrative Support Specialist-City Clerk (2)
- Hired: DPI Laborer
- Hired: Police Officer (2)
- Hired: Bridgetender
- Hired: Library Youth Associate
- Advertising: Police Officer (continuous)
- Advertising: Transit Driver (continuous)
- Advertising: Seasonal positions
- Advertising: City Attorney
- Advertising: DPI Administrative Support Specialist
- Advertising: Bridgetender

Separations

- Police Officer
- School Crossing Guard
- Firefighter
- Custodian
- Bridgetender

Upcoming separations/retirements:

- Paralegal (May 2023)
- Police Detective Sergeant (May 2023)
- Fire Motor Pump Operator (June 2023)
- Fire Motor Pump Operator (August 2023)

Completed exit interviews with voluntary separations/retirements.

Employee Relations

- Investigation and discipline for employees continues 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.

- Working with the fire union on determining whether educational credits were paid out correctly in the early 2000s.
- Met with outside counsel to discuss strategy for police collective bargaining.

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.
- Working with Department Heads and Mayor on prioritizing job knowledge transfer prior to upcoming key retirements.
- Mid-year evaluations are in process due the beginning of April.
- CVMIC came onsite to conduct DEI training for managers and department heads.

Compensation, Benefits & Wellness

- Manty Health & Wellness Center is available to employees on the City's health plan.
- Wellness Committee – monthly health topics and lunch and learn programs.
- Based on the results of last year's health risk assessment events, we are working on initiatives that will address some of the top health related issues of City employees and their spouses.
- Humana announced that they would be discontinuing the Go365 program. It is anticipated that we will receive a letter of non-renewal for the upcoming plan year (Oct 2023-Sept 2024).
- Working with Payroll to determine how to distribute total compensation statements to employees.
- Working to complete annual non-discrimination testing for City.

Safety & Risk Management

- Continuing the lost time injury program, employees continue to report safety concerns.
- Active killer and OC training is scheduled for all non-protective service employees in April.
- Working with Building & Grounds to address some security and door access issues.
- Working with IT on best practices for ensuring IT security.
- Working on some safety measures for various DPI employees (zoo/parks 2-way radios, parks building concrete trip hazards).

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.
- Successfully completed the ACA filing for the City – this is the first year that HR took on this task.