



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: October 6, 2025

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

Recruiting

- Hired: Transit Driver (2)
- Hired: Bridgetender
- Hired: School Crossing Guard
- Hired: Associate Planner
- Hired: Administrative Support Specialist (Clerks)
- Hired: DPI Laborer
- Promoted: Transit Driver (to full-time)
- Promoted: Metro Drug Investigator
- Advertising: Fleet/DPI Mechanic
- Advertising: DPI Laborer
- Advertising: Police Officer
- Advertising: School Crossing Guard
- Advertising: Transit Driver
- Interviewing: DPI Laborer

Separations/Retirements

- Transit Driver (2)
- Rahr-West Visitor Service Clerk
- School Crossing Guard (2)

Upcoming separations/retirements:

- Municipal Court Clerk (October)
- Bridgetender (November)
- Parks Team Leader (December)
- DPI Laborer (December)
- Senior DPI Laborer (January 2026)
- 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.

- Union negotiations with Teamsters Local 662 began in September. After two sessions, the union has indicated that they plan to file for mediation.
- Discussions have continued with the Fire local regarding a revised 48/96 work schedule.
- Received a request to open bargaining from WPPA. Contract expires December 31, 2026.

Organizational Development & Training

- The Tuition Reimbursement program has seen a decline in requests by employees. Continuing the program in 2025 but will re-evaluate during the year.
- Meeting quarterly with each department head to identify training needs, performance issues, succession planning, and feedback for HR.
- Several onsite training programs were offered to employees in 2025, hosted by CVMIC. These will include Civility Training, and two leadership courses related to recruiting, training, and retraining. CVMIC will also be onsite to conduct Reasonable Suspicion Drug & Alcohol training.
- The HR Department provided manager training in September. This training will cover various important compliance, hiring, and other HR-related matter. Feedback from managers was that the training was valuable so the plan is to provide the training as an annual refresher.

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.
- The City continues to offer the wellness platform, Vitality, to all employees and spouses enrolled in the City's health plan.
- Working with McClone to finalize our benefit plan offerings for 2026.
- Onsite flu shots were provided in September.

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. Also, completing regular safety inspections of City facilities.
- 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.