



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: April 1, 2024

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

Recruiting

- Hired: Police Recruit Officer
- Hired: Plumbing Inspector
- Hired: School Crossing Guard
- Promoted: Librarian
- Advertising: Police Officer (continuous)
- Advertising: Seasonal positions
- Advertising: Firefighter/Paramedic
- Advertising: RWAM Visitor Services Clerk
- Advertising: Transit Customer Service Clerk
- Advertising: Library Page

- The summer seasonal positions have been posted.

Separations

- Police Officer
- Library Page
- Transit Customer Service Clerk

Upcoming separations/retirements:

- Plumbing Inspector (May 2024)
- Library Associate (May 2024)
- 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.
- Looking to schedule City facility tours for employees who are interested. A survey was done and areas of interest include the Bridges, Zoo, Fire Stations, Police Department, and DPW.
- Employee Work Day will be held in May at the Lincoln Park Zoo.

- Firefighters Local 368 have filed for arbitration of the grievance related to the Battalion Chiefs position and elimination of the Captain position.
- The collective bargaining agreement with Firefighters Local 368 expires 12.31.2024.

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.
- CVMIC will be onsite to conduct a leadership training session in May.

Compensation, Benefits & Wellness

- Manty Health & Wellness Center is available to 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.
- Vitality (Go365 replacement) was rolled out for employees enrolled in the City health plan effective January 1, 2024.
- Employer HSA contributions were made the first week of March.

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.
- Reviewing PPE policy.
- Fire Rescue provided AED & First Aid to employees in March.

Administration

- Working with several departments on revisions to job descriptions.
- Working on various policies to incorporate changes that have been approved in recent months.
- HR participated in a Business Process Improvement event to review the seasonal hiring process. Several changes are being implemented this year based on that event.