

# Benefits & Human Resources Newsletter

---

February | 2025 |  
Issue 4



## HR Spotlight: Partner Pipeline Program

HR Services has officially implemented the City's first Partner Pipeline Program. The purpose of this Pipeline Program is to establish collaborative relationships between The City of Madison and its community employment program partners to create a pipeline to quality jobs for our diverse groups located in Madison and throughout Dane County. The benefits with the Pipeline Program include:

- Personalized hiring events
- Targeted outreach events
- Application assistance
- Mock interviews
- Training and support
- Consideration at interview (similar to City employees)

Additionally, prior to applying for any City jobs our partners will receive City specific training through resume building and mock interviews, AND they will also be able to have similar consideration at interviews such as a City employee.

Lastly, all candidates (who become hired) in the Partner Pipeline Program will have access to apply (for up to a year) for "Internal City Only" recruitments, such as an AASPIRE student does after completing their program of study.

## What's New

---

### Employee & Labor Relations (Benefits)

- [New Documentation Requirements for Health Insurance](#)
- [Upcoming Life/Wage Insurance Survey](#)

### Organizational Development

- [2024 Leadership Gathering](#)
- [2024 Work Planning](#)
- [New L+D Specialist](#)
- [2024 Course Data Overview](#)

### HR-Services

- [Eliminating the Request to Fill](#)
- [Government Jobs](#)
- [Outreach Events](#)

# Employee Labor Relations (Benefits)



## New Documentation Requirements for Health Insurance

The Department of Employee Trust Funds (ETF) has expanded its documentation requirements for health insurance. ETF now requires HR staff verify original, legal proof of parenthood and/or marriage documentation, in-person, for **all** Family coverage enrollments or changes that occur on or after January 1<sup>st</sup> of this year. This is a pretty big policy shift, so we wanted to give space to help answer some **Frequently Asked Questions!**

### Q. My family member(s) have been covered on my health insurance since 2024 (or earlier). Will I have to bring in documentation for the people already covered on my health insurance?

No, this only applies to enrollments and changes that occur on or after January 1<sup>st</sup>, 2025. With that said, if you think you will soon experience a qualifying event, HR recommends you start planning around documentation **early**. This helps ensure you will have the required proof in hand well before the deadline. (Supervisors, we recommend you notify new hires of this requirement, too!)

### Q. Is a photocopy sufficient?

No, ETF requires original legal documents (such as birth certificates, marriage certificates, and court orders for adoption).

### Q. Can I do the verification virtually?

No, the verification must be done by designated HR staff in-person.

### Q. Does this new requirement apply to other benefits?

No, this new requirement only applies to health insurance.



### Q. Will this impact deadlines to return benefits forms to HR?

No, the documentation requirement does not impact deadlines to return benefit forms to HR. As always, we recommend you submit your benefit change form(s) to HR **as soon as possible** to ensure you do not miss the deadline(s) for benefit forms.

**Important!** Although documentation can be brought to HR later, please note that in-person document verification still needs to be completed by HR staff no later than the deadline for the qualifying event. Additionally, since ETF will not grant final approval to applicable Family coverage enrollments/changes until documentation has been verified, delaying verification will **also** delay processing and final approval of your enrollment/change. If you are waiting on documentation to arrive, **you must actively communicate your expected timeline to HR**, especially if you believe the documentation won't be available until after the deadline. Once your documentation has been verified by HR and ETF gives final approval, health insurance coverage will backdate to the event date unless HR advises you otherwise.

### I have my documents ready to go. How do I arrange for in-person verification?

Please contact the HR Benefits team at (608) 266-4615 or [benefits@cityofmadison.com](mailto:benefits@cityofmadison.com) and we can advise you on this!

If you have any questions about ETF's new requirement, please don't hesitate to reach out to the HR Benefits team at (608) 266-4615 or [benefits@cityofmadison.com](mailto:benefits@cityofmadison.com).



## Upcoming Life/Wage Insurance Survey!

In the next couple of weeks, Human Resources will be asking all employees for feedback on our wage and life insurance benefits. Your voice is essential when evaluating our benefit offerings. In advance of the upcoming survey, we want to provide you with a summary of these benefits.

### Life Insurance Coverage:

This benefit provides employees with the choice of three (3) supplemental coverage levels in addition to the basic coverage amount:

- Basic (highest annual earnings rounded up)
- Basic + 50% (1.5 x Basic)
- Basic + 100% (2 x Basic)
- Basic + 200% (3 x Basic)

Dependent coverage is also available in two levels: 1 unit or 2 units. Each unit provides \$10,000 coverage on a spouse (to age 65) and \$5,000 per child (to age 21, or age 25 if enrolled full-time in an accredited school).

**Enrollment:** Enrollment is allowed **within 31 calendar days** of the date of hire in an eligible position. After 31 days, enrollment or increasing coverage requires a qualifying event (deadlines and limitations apply) or medical underwriting.

Our policy allows for coverage to be reduced or cancelled at any time.

**Premiums:** Monthly premiums are based on each employee's age and coverage – see the [Life Insurance page](#) of the HR Benefits website for the cost per \$1000 of coverage for your age range. Active employees age 70+ who have Basic coverage only pay no premium, and coverage can continue [into an employee's retirement](#).

**Additional:** Our life insurance benefit also offers access to additional services, including:

- Estate Guidance Will Services
- Travel Assistance and Identity Theft Support Services
- Ability Assist Counseling Services
- Beneficiary Assist Counseling Service, legal, financial planning & emotional counseling for up to one year from date claim filed.
- Funeral Concierge Services

### Disability (Wage) Insurance Coverage:

Employees who enroll in this benefit are insured up to 65 percent of their regular salary with a \$1,875 cap on the weekly benefit. These benefits cover non-work-related injury or illness on a short-term basis (3-years) and long-term basis (up to retirement).

**Enrollment:** Enrollment is only possible **within 31 calendar days** from date of hire in an eligible position. If an eligible employee wants to enroll outside of this 31-day period, they must undergo underwriting. There is no opportunity to enroll with a qualifying event.

Our policy allows for coverage to be cancelled at any time.

**Premiums:** Monthly premiums are based on a combination of biweekly wages, accumulated sick leave, and sick leave used/accrued during the annual tracking period (approximately September to August for general municipal employees), and are adjusted annually.

- New employees pay 80% of the premium until the annual recalculation and must be employed for at least 6 months as of the recalculation date to be eligible for a premium change.
- If an employee's accumulated sick leave balance is 100+ days (or 120+ days, depending on Compensation Group) at the time the premium is recalculated, the full premium will be paid by the City – regardless of the amount of sick leave used during the 12-month calculation period.

See the [Wage Insurance page](#) of the HR Benefits website for more information, including the chart of sick leave used/accrued and employee/employer premium cost % splits!



# Organizational Development

## 2024 Leadership Gathering

On Wednesday, December 11<sup>th</sup> we welcomed 100 City Leaders to the 2024 Leadership Gathering. Together, we explored **Balanced Leadership: Mastering Workload Management while Sustaining Employee Well-Being.**

It was a great opportunity for us to acknowledge and validate that the external stress that we experience is real, yet, with intention can be managed internally.

City Leaders walked away with **tangible steps** to begin implementing for themselves and their teams, including but not limited to:

- Taking 2 minutes to **STOP and ground yourself** when you feel stressed.
- Getting clarity on your priorities** by asking yourself “In 6-12 months from now, what is most important, what is less important?”
- Setting boundaries** so you have time and resources to care for yourself. Ask yourself “what is the first, easiest step to set a boundary for myself and model it for others?”

**Keep a look out for a more detailed summary about the 2024 Leadership Gathering with other HR-OD End of Year Summaries.**

## 2024 Work Planning

On December 3, 2024, HR-OD Performance Excellence Specialist, Kara Kratowicz, hosted the third annual [Agency Work Planning Workshop](#) alongside our consulting partner, Boldly & Co. This year’s workshop featured Civil Rights, Fleet, Monona Terrace, Office of the Independent Police Monitor, Streets and Urban Forestry, and the Mayor’s Sustainability Office. Agency leadership learned the discipline of **setting top agency level goals for the 2025**. Then, created detailed action items for the first quarter, which are then communicated to staff for their own work planning.

This year, Performance Excellence launched a **new Team Work Plan Training** to complement the Individual Work Plan Training. Both the [Team and Individual Work Plan Trainings](#) are **available on-demand** and support accountability for documenting and completing our work. Staff at all levels are encouraged to review the Individual Training and put it into practice. All team-leads, supervisors, and managers who oversee multiple Individual work plans are encouraged to do the same.

Accounting for what we do as TeamCity through documented work plans is Performance Excellence in action. Work plans **improve public transparency and trust** when we accomplish our documented goals and celebrate our results. What are you doing with to work plan this year? Remember, “If you don’t know where you are going, you’ll end up someplace else.” — Yogi Berra, former New York Yankees catcher.



## Meet Andie Hopkins, Our New Learning + Development Specialist

Please join us in welcoming the newest member to Team City and the HR Family. Andrea “Andie” Hopkins started on Monday, January 6, 2025 as the Organizational Development Learning and Development Specialist. As the Program Manager for the Learning and Development Service Area, Andie will collaborate and consult with leaders and employees to design organization-wide learning solutions, standards, and systems focused on adult learners and high performance.

Andie’s brings over 15 years of experience in developing leaders and employees to champion change initiatives, provide impactful coaching, lead process improvements, and achieve results. Andie’s passion is teaching and developing curriculum to help others become the best versions of themselves, while using technology to keep it simple and optimized.

## 2024 Course Data Overview

In 2024 there were a total of **42** different course offerings, with a total of **1,806** attendances. **699** course evaluations were completed with the below responses:

| 99%   | 99%   | 96%  | 92%   | 86%   | 97%   |
|---|---|--|---|---|---|
| Could <b>apply what they learned</b> to their work. | Thought the course(s) were <b>organized and easy to follow.</b> | Thought the <b>subject matter</b> in the course(s) were <b>just right.</b> | Thought the <b>pace</b> of the course(s) was <b>just right.</b> | Thought the <b>amount of time</b> for the course(s) were <b>just right.</b> | Shared their <b>overall rating</b> for the course(s) as <b>Good or Excellent.</b> |

# HR-Services

## Eliminating the Request to Fill

Human Resources is pleased to announce a **process improvement to streamline the requisition process in NEOGOV**.

We are happy to report, with our peers in Finance, the retirement of the Request to Fill (RTF) form! 😊

We have now **updated the NEOGOV requisition** to include a section for 'Budget Notes' - which incorporates the RTF information.

While this section is not a required field, the **expectation moving forward** is that this section will be completed should the recruitment fall into any of these categories.

Ideally, if any of these instances apply to your recruitment you are proactively in discussions with your HR Analyst for more direction as needed.

## Government Jobs

In addition to our standardized job posting locations (Indeed, City of Madison Careers Page, Glassdoor, and Dane County Job Center), The City of Madison is **now posting job announcements to Government Jobs** for all of our competitive and open recruitments. Government Jobs is the largest public sector job board; which means our job postings are getting viewed by those actively seeking public sector employment.

## Outreach Events

Seasonal hiring/outreach events will begin at the beginning of February. These events will be held at the following locations:

- **Alliant Energy Center**  
South Central Job Fair – **February 11**
- **Latino Academy of Workforce Development**  
LWA Career Fairs – **February 20 & March 7**
- **Madison College**  
Madison College Internship Fair – **February 25**
- **WRTP-Big Step Mackenzie Center**  
Women In Construction Week – **March 6**
- **East Highschool**  
2025 East Highschool Community Resource Fair – **March 13**



All outreach information will be communicated via email and will be on our Human Resources calendar for easy access.

## Contact Information:

You can reach out to Human Resources mainline at (608) 266-4615 or at the email addresses listed below.

- **Human Resources** – [HR@cityofmadison.com](mailto:HR@cityofmadison.com)
- **Benefits** – [Benefits@cityofmadison.com](mailto:Benefits@cityofmadison.com)
- **Family Medical Leave Act (FMLA)** – [FMLA@cityofmadison.com](mailto:FMLA@cityofmadison.com)
- **Accommodations & Access** – [Accommodations@cityofmadison.com](mailto:Accommodations@cityofmadison.com)
- **Organizational Development** – [OrganizationalDevelopment@cityofmadison.com](mailto:OrganizationalDevelopment@cityofmadison.com)
- **Inclusive Workplace** – [InclusiveWorkplace@cityofmadison.com](mailto:InclusiveWorkplace@cityofmadison.com)

## Common Resource Quick Links:

- [Benefits Information](#)
- [City of Madison Jobs](#)
- [Human Resources Website](#)
- [Pay & Benefits](#)
- [Performance Excellence](#)
- [Organizational Development](#)
- [Supervisor Resources](#)
- [Upcoming Courses](#)

Was this communication helpful? 📧



Take this quick survey to let us know!