

# Benefits & Human Resources Newsletter

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May | 2024 | Issue 1



## **HR Spotlight:** **Public Service Recognition Week is Next Week!**

Celebrated the first full week in May since 1985, [Public Service Recognition Week](#) (PSRW) is a time set aside to honor the people who serve our nation as government employees. This year, PSRW is being celebrated from May 6<sup>th</sup> through the 10<sup>th</sup>.

This week is one of many opportunities we take to thank our over 3,000 employees for the impactful work you do to ensure our City is inclusive, innovative, and thriving.

The City of Madison will have a gathering hosted by Human Resources on May 8<sup>th</sup>, 2024 starting at noon in Room 215 of the Madison Municipal Building (MMB). Join us for our #TeamCity awards ceremony, cake, coffee, snacks, and games!

[Please join us for an extra special celebration of you!](#)

## **What's New**

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### **Benefits**

- Retirement Planning Nuts & Bolts upcoming in June
- TASC Communication about new Flex Spending cards
- WRS Statements mailed in April

### **Organizational Development**

- Results for America Update
- Executive Team Development Pilot
- Organizational Development Consulting Services
- On-Demand Learning Opportunities

### **HR-Services**

- Compensation Study Update
- Navigating the City's hiring process Guide
- Outreach Events

# Benefits



## Retirement Planning Nuts & Bolts Sessions Upcoming in June

2024 is the third year the City will be offering Retirement Planning Nuts and Bolts, a multi-part course aimed at City employees who are considering retirement within the next few years. Especially if you are thinking about retiring within a year, this course will be an excellent resource!

**Course Description:** Retirement Planning Nuts & Bolts is a two-part series that covers your City benefits, accruals, and questions City employees have about retirement. The sessions will cover the following topics:

### Session 1

- ETF/WRS
- City processes and benefits
- Sick leave at Retirement

### Session 2

- Financial planning for retirement
- Deferred Compensation Plans
- EAP and the psychological process of retirement and resources for transitioning into retirement

Prior to the session, please take at least 30 minutes to explore [Retirement Resources](#).



**Note, this course is a two-part series!**

In registering for this series, you are signing up for both June 4<sup>th</sup> and June 11<sup>th</sup> from 9:00am-11:30am.

Register via the [course page here](#).



## TASC Communication about New Flex Spending Cards

On April 2<sup>nd</sup>, TASC sent a letter of communication about an upcoming TASC card update to all City of Madison employees who participate in Flex Spending.

TASC cards will be reissued as a part of a system upgrade (date TBD), and TASC's communication asked participants to update their mailing address on file (if needed) for new TASC cards mailings to prepare for the future card enhancements.

Current cards will remain active until the new card number is associated with each participant's account. There will not be a blackout period, as a digital version of the new card will be available to Flex Spending participants via the online TASC portal or TASC mobile app.

If you participate in Flex Spending and have not already checked to ensure your mailing address is accurate, please take a few moments to log on via the TASC portal or app, navigate to Settings → Profile, and make sure that your address is accurate (and update it if it is out of date).



## Wisconsin Retirement System (WRS) Statements sent in April

If you are enrolled in WRS, you should be receiving your annual Statement of Benefits this month. Please make sure to review your statement, and if your address or other information needs updating – or if you have any questions – please don't hesitate to reach out to the Benefits team.

- [My Statement of Benefits \(WRS Account\) page](#).
- [“How to Read My Statement of Benefits”](#) (ET-7365).

# Organizational Development

## Results for America (RFA) Update

Members of HR Management Team spent two days in Durham, NC convening with members of their fellowship cohort focused on sharing best practices in HR strategy. This convening brought together city staff from Durham, Los Angeles, and Madison as part of the State and Local Workforce Fellowship. Cities involved in this convening shared insights on their fellowship projects focused on improving a variety of HR practices while learning from national experts in the field.

Lessons learned are being integrated into our strategic plan implementation process. For instance, did you know that government has nearly double the vacancy-to-application rate of the private sector? More than 70 million workers nationwide are Skilled Through Alternative Routes (STARs) instead of a bachelor's degree.

When using the equitable hiring tool to assess minimum qualifications, it's important for HR staff to ask, is a Bachelor's degree truly required to do this job or can we open pathways for more STARs to enter our workforce?

We are encouraged by this research and ask agencies to consider the magnitude of applicants who may be ready for our jobs based on experience alone.

For context, the HR Management Team, including Anne Nowak, Brad Wollmann, Emaan Abdel-Halim, Erin Hillson, Kara Kratowicz, and Kurt Rose, were named Workforce Fellows in 2022. Workforce Fellows nationwide chose projects focused on improving equity and job quality in their organizations and communities when applying for the program. TeamCity-Madison was selected to focus on rewriting the City of Madison's Personnel Rules. Changes were adopted by Council in March 2024.

Read more on HR's website in the [Results for America - 2023 End of Year Summary](#).

Article by Kara Kratowicz, Performance Excellence Specialist



## Executive Team Development Pilot

In 2023 Human Resources supported the participation of three agencies – Parks, Metro Transit, and CDA Housing – in a pilot program for Executive Team Development. This first round has ended with overwhelmingly positive feedback and outcomes. HR will continue this program in 2024 for at least three more agencies.

## Organizational Development (OD) Consulting Services

- [Consultations](#): We work alongside you to improve the effectiveness of your agency, team, staff, or unit.
- [Team Trainings](#): A handful of our course offerings have recently become available for teams within the City to request.

## On-Demand Learning Opportunities – Learn on your own time!

- [Online Courses](#): Browse a library of recorded courses offered to City of Madison employees.
- [Additional Learning Resources](#): Access free or low-cost online learning resources.



# HR-Services

## Navigating the City's Hiring Process Guide

In 2024, the HR-Services team will be reviewing and revising HR's guide to navigating the City's hiring process. This guide was last updated in 2017, and is intended to provide comprehensive information about core hiring topics, including:

- Where to search for City jobs
- How to apply for City positions
- How to volunteer with the City
- Information on hourly and seasonal positions
- Information and tips about the interview process

As we enter the review and revision process, we invite you to stay tuned and look forward to seeing the new version of the guide when it debuts!



## Outreach Events

Outreach Events for City hiring have been in full force this year!

These events have been held at various colleges, high schools, and workforce development spaces in the area. The purpose of these events is to share what our organization does and spread the word about opportunities to join our workforce.

In April alone, the HR-Services team attended 14 events, and is on track to continue last year's trend of engaging in more outreach in the community.

## Compensation Study Update

The Compensation Study being conducted this year has completed all final contracting required between the City and Baker Tilley, the vendor completing the study.

The Steering Team has a scheduled kick-off meeting in May; there will be listening sessions scheduled shortly thereafter, and all employees will be welcome. There will also be a recording of those sessions that are virtual in case employees want to access the information at a later date.

All meeting and session information will be communicated via email and will also be on our Organizational Development 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)

## Common Resource Quick Links:

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

