

Benefits & Human Resources Newsletter

August | 2024 | Issue 2



HR Spotlight:

Deadline for PAQs is Fast Approaching

The [Compensation Study](#) is underway, and Baker Tilly sent out Position Analysis Questionnaires (PAQs) on Monday, July 22nd. To find this message, check your email account where you receive direct deposit check stubs (if enrolled). The email subject is "Position Analysis Questionnaire Survey Invitation", and the sender is admin@bakertillyusprod.appiancloud.com.

City employees will have until **next week Monday, August 5th** to complete the PAQ, so if you have not done one yet (either individually or as a group), please check your email ASAP!

Completion of PAQs is a core phase of the Compensation Study process, as comprehensive PAQs will allow Baker Tilly to more accurately review and evaluate City jobs. If you need a refresher on what the Compensation Study process entails, please check out these helpful resources!

- [Compensation Study Frequently Asked Questions \(FAQ\)](#) – includes a PAQ- section
- Baker Tilly [Presentation Recording](#) (July 16th @ 1:30 pm session) and [Slide Deck](#)

Employees who wish to work in groups should notify us by sending an email to PAQsupport@bakertilly.com. Please include the following information for each group member:

1. First and Last Name
2. Employee Start Date with the Organization
3. Employee Start Date in their Current Position



If you have any questions about completion of PAQs not answered by the FAQ, recording, or slide deck linked above, or if you did not receive a PAQ in your email, please contact Nic at Nic.MonteagudoCahala@bakertilly.com.

What's New

Benefits

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Benefits & Labor Relations

Notice: Open Enrollment 2025 Moves to Electronic Notification

Human Resources will be providing the 2025 Plan Year Open Enrollment packet electronically. Eligible employees with an email address on file in MUNIS will receive electronic notifications via email and the [Employee Self Service \(ESS\) portal](#), rather than a paper packet of health, dental, and vision memos with premium rates. These notifications will include a link to the Open Enrollment webpage.

The Open Enrollment Web page will go live with information for the 2025 Plan Year on the first day of Open Enrollment. This change will save resources (and trees) and uphold our City value of sustainability.

Health, Dental, and Vision Insurance: Open Enrollment period for the 2025 Plan Year is September 30, 2024, through October 25, 2024, at 4:30 pm.

Open Enrollment is the time to

- enroll in,
- make changes to,
- or cancel without a qualifying event.

Changes made during the Open Enrollment period(s) are effective January 1, 2025. Even if you are not making changes, make sure to read the memos and review the 2025 Decision Guide for What's Changing in 2025.

Flex Spending: Open Enrollment period for the 2025 Plan Year is November 4, 2024, through November 22, 2024, at 4:30 pm.

Please note, this is an initial alert. Detailed information about electronic notifications will be forthcoming in September – stay tuned!

If you need an accommodation due to a disability/medical condition, please reach out to Victoria (Tory) Larson at vlarson@cityofmadison.com or (608) 267-1156.

2025 Budget Concerns

As many have heard, the structural budget deficit requires that we identify different budget scenarios that are dependent on the amount of revenue the City has available.

Under one scenario, agencies were asked to submit a budget that anticipates continuation of funding of City services at 99% of full funding, also called a 'cost to continue' budget.

Under the second scenario, agencies were asked to propose budget cuts of 5% of the operating budget which would mean a potential reduction of services and some eliminated positions.

We remain hopeful the Council and the Community will ensure adequate funding for needed services in a way that does not require eliminating positions.

However, in the meantime we are hearing concerns from staff who could potentially be impacted about the uncertainty being stressful. In an effort to ensure you know what resources are available to you, and to ensure you have all of the best information possible, please see this [Internal City FAQ – 2025 Budget](#), for more information.



Wage Insurance Premium Recalculation

It's that time of year again: the Central Payroll team is beginning the process of recalculating wage insurance premiums!

If you are a City employee enrolled in wage insurance and have been with the City for at least six months, you may see a change in the employee/employer percentage split of the total premium amount.

Metro employees will see new premiums in September on their 9/27/2024 paycheck, while all other City employees will see new premiums in October on their 10/25/2024 paycheck.

More information about wage insurance is available on the [Wage Insurance page](#) of the [HR Benefits website](#).

Organizational Development

Organizational Development (OD) Toolkit

NEW! [Organizational Development Toolkit](#), your one-stop resource hub for enhancing your daily work. This webpage offers a range of valuable resources, tools, and templates to support anyone and everyone in their daily work.

You can find the following tools on the Toolkit:

- **1:1 Agenda Template** – Create impactful and meaningful one-on-one discussions.
- **Interpersonal Communication Resources** – Designed to enhance communication effectiveness.
- **Presentation Guideline Checklist** – Create clear, concise, and effective presentations.
- **Standard Operating Procedures (SOPs)** – Begin building your own SOP library for knowledge transfer and procedure documentation.
- **And so much more!!**

Online Courses

Since our last newsletter, a few new courses have been added to our [Online Courses webpage](#).

- **[Payroll ERP/MUNIS Training](#)**
Learn how to find payroll data in our ERP System (Munis) with Coleen Lisauskas.
- **[Customer De-Escalation](#)**
Learn what customer de-escalation (aka verbal de-escalation) is, why physical force should be avoided, and tactics to effectively de-escalate customer conflict situations with Justin Maki. Also found here are printable de-escalation posters for your workspaces.
- **[So You Need to Share Your Data: Graph Tips Everyone Can Use](#)**
Learn how to use color, design, and storytelling to make graphs that stand out with Rebecca LeBeau.

[New Team Training Available Upon Request](#)

Creating Collaborative Relationships with [Cyndi Wentland](#). This course is designed to help folks understand that conflict is normal and to be expected in teams. Participants will learn to recognize and appreciate the various conflict styles we tend to exhibit and evaluate whether these styles help or hinder our relationships.

[Affinity Group Winter Social Gathering](#)

[HR-OD](#) and the [Department of Civil Rights \(DCR\)](#) will be collaborating with the leads of Affinity Groups in September to plan an in-person social gathering this winter.

This will be a time for all members to come together in community and connect with one another. Look for more communication in the future and reach out to your Affinity Group contacts later this fall for more details.

Quarter 2 Course Evaluation Results

- **28** total course offerings, **414** total attendances, **307** total course evaluation responses.

97%	100%	97%	90%	87%	98%
Could apply what they learned to their work.	Thought the course(s) were organized and easy to follow .	Thought the subject matter in the course(s) were just right .	Thought the pace of the course(s) was just right .	Thought the amount of time for the course(s) were just right .	Shared their overall rating for the course(s) as Good or Excellent .



HR-Services

Firefighter Physical Ability Test

HR-Services will be conducting the Firefighter [Physical Ability Test](#) (PAT) for City of Madison Firefighter candidates from September 16th – 18th, 2024.

The PAT consists of a series of events that simulate firefighting activities.

The first group of candidates' check-in at 7:45 am each morning and the last group will check-in at 3:15 pm.

Each test takes approximately 35 minutes from start to finish. The last candidate will finish close to 4:30 pm.



Learn about Equitable Hiring & Interviewing with Us

[Hiring Foundations for Hiring Managers](#) – Learn about best practices for talent planning, writing clear position descriptions, and moving through the hiring and recruitment process. With Julie Trimbell and Otis Harris Jr.

October 8 | 9:30 – 11:30 am

[Creating Equitable Interviews](#) – Build awareness on how bias, both explicit and implicit, can impact hiring decisions. With Bill Wick and Javian Dayne

October 10 | 9:30 – 11:30 am

Supervisor Resources Webpage

The HR-Services team will be reviewing and revising the [Supervisor Resources Page](#). This page is a directory of information and tools that support you in your day-to-day management work, and is intended to improve our comprehensive information about core trending topics, including:

- [The Employee Check-in Process](#)
- [The Supervisor Collective](#)
- [Hiring Resources](#)
- [Onboarding Resources](#)
- [Paperless Drug Testing Process](#)
- And more!

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

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
- **Benefits** – Benefits@cityofmadison.com
- **Family Medical Leave Act (FMLA)** – FMLA@cityofmadison.com
- **Accommodations & Access** – Accommodations@cityofmadison.com
- **Organizational Development** – OrganizationalDevelopment@cityofmadison.com
- **Inclusive Workplace** – 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!