

Benefits & Human Resources Newsletter

November 2024
Issue 3



HR Spotlight: 2024 Employee Cost Calculator

As of August, all cost-of-living wage adjustments for 2024 have been completed. It is important to note that wages are only one factor of your compensation.

Total compensation includes your wages as well as other value-added benefits including monetary things like pension, health insurance, paid vacation, paid holidays, worker's compensation insurance, wage insurance, and others.

In addition, there are non-monetary benefits to City employment like growth opportunities, work flexibility, and meaningful work.

To see the total estimated monetary value of your compensation, enter your annual salary in the [Total Compensation Calculator](#).

Please note that this Total Compensation Calculator is an estimate that uses the average cost of health insurance plans. Your actual total compensation may be different based on your benefits selections. In addition, the calculator does not include non-annual wages, such as overtime, or paid leave. This is additional value you will experience on top of the calculated results.

What's New

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Benefits

Onboarding Process

What is onboarding? “Onboarding” is a broad term that describes how a new employee (or an employee in a role that is new to them) is brought “on board” for their role, team, agency, and #TeamCity.

It includes Day One activities like:

- Orientation and getting a City ID/bus pass
- In-agency training
- Learning opportunities offered through Organizational Development
- Team-building activities done within the agency
- And more – *Human Resources is currently in the process of reviewing and restructuring the overall onboarding process – more information about this will be forthcoming in 2025!*

One of the most crucial aspects of the current (and future) onboarding process is the completion of **onboarding reports**.

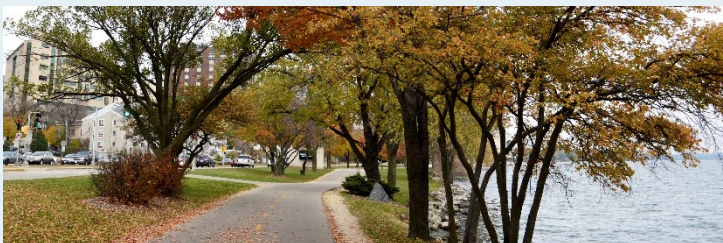
- For employees on a **6-month probationary period**, onboarding reports are required at the 3- and 6-month marks.
- For employees on a **12-month probationary period**, onboarding reports are required at the 3-, 6-, 9-, and 12-month marks.

Supervisors receive email reminders of upcoming onboarding reports from Human Resources each month.

Each onboarding report acts as an official record of an employee’s progress in their role and is uploaded to the employee’s official Personnel File. Completing an onboarding report:

1. Allows employees a **structured opportunity to talk about their role, clarify their responsibilities** and their **supervisor’s expectations**, and request additional training, information, and/or resources.
2. Helps **identify challenges or struggles** an employee may be facing and provides a forum for discussing how to address them and improve.
3. **Documents the method(s) of support** the supervisor/agency are providing to the employee.
4. Creates a **log of an employee’s successes and accomplishments** in their role.

If you are new to the City (or in a position that is new to you), have been in your position for at least 3 months, and have not completed an onboarding report with your supervisor yet, reach out to your supervisor to ask about getting this scheduled!



Benefit Team Updates

October was a big month for the Human Resources Benefits Team. Not only did it include the Open Enrollment period for 2025 Health, Dental, and Vision Insurance, but we also bid farewell to our Benefits Analyst of three years, Denise Nettum, who retired on October 11th.

Among her many accomplishments as the Benefits Analyst, a standout is Denise’s work as the champion behind this year’s shift to **electronic delivery of Open Enrollment materials**.

This change has not only has saved significant staff resources across the city but has also been a showcase of our shared City value of sustainability. We wish Denise all the best in her retirement!

As of October 28th, the Benefits office has been filled by our new Benefits Supervisor, Victoria “Tory” Larson.

Tory has a bachelor’s degree from UW-Superior in Social Work & Political Science and has been with the city since 2010. Most recently (May 2022-present), Tory has served as the City’s Occupational Accommodations Specialist in HR. She is excited to continue serving City employees as the head of its Benefits team!

Until a new Occupational Accommodations Specialist is hired, Tory will be splitting her time between the two roles.

If you have Benefits questions, please continue to direct them to (608) 266-4615 and benefits@cityofmadison.com. A Benefits team member will reply to your inquiry within 1-2 business days.

2025 Plan Year Flex Spending

It’s that time of year again! After the end of Health, Dental, and Vision Insurance Open Enrollment on October 25th, **Open Enrollment for 2025 Plan Year Flex Spending began on Monday, November 4th**. This will run until 4:30pm on Friday, November 22nd.

Unlike Health, Dental, and Vision Insurance Open Enrollment, **Flex Spending requires you to actively (re)enroll for each Plan Year in which you want to participate**. If you want to participate in Flex Spending for the 2025 Plan Year, you will need to submit your enrollment via the Employee Self Service (ESS) portal before 4:30pm on the 22nd.

Action Steps: If you have not already done so, please log on to ESS and review the 2025 Flex Spending Open Enrollment Notification – acknowledgment is not required – and then read the Flex Spending Memo on the Open Enrollment page of the HR Benefits website. The memo includes IRS limits for 2025 Flex Spending as well as important plan information. Finally, log back on to ESS and submit your election if you intend to participate in Flex Spending for 2025!

Organizational Development

2024 Leadership Gathering

The **2024 Leadership Gathering** builds on insights gleaned from our 2023 Leadership Gathering where over 70 leaders from TeamCity identified critical organizational challenges. This year's theme: **Balanced Leadership: Mastering Workload Management while Sustaining Employee Well-Being.**

We are thrilled to announce **Rachel Krinsky** as our 2024 Leadership Gathering Keynote. Rachel Krinsky is an accomplished nonprofit leader, TEDx speaker, and ICF Certified Executive Coach. She has expertise in driving organizational growth, advancing racial equity, and enhancing sustainability. Rachel supports mission-driven leaders in creating impactful change with less stress and greater joy.



As keynote, Rachel will lead participants in navigating through the toll burnout takes on employees grappling with high demands, high ideals, stress and scarcity, as well as burnout's impacts on performance, relationships and wellness, especially for employees with marginalized identities. She will be providing evidence-based techniques to help reduce the impact of stress.

Registration closed on October 31st. We look forward to seeing folks on **Wednesday, December 11th** from 9:00-12:00 at Warner Park Community Center to deep-dive into this work.

December Work Planning Sessions

On December 3, 2024, HR-OD will host the third annual Agency Work Planning workshop in collaboration with [Boldly & Co.](#) In this day-long event, department and division leaders gather to learn the process and use tools to collaborate on their agency's work plan for the coming year.

This year we anticipate hosting Civil Rights, Fleet, Monona Terrace, Office of the Independent Monitor, Streets, and the Sustainability Office. **Kudos** to the agencies who have already completed Agency Work Planning (Attorney, Council, EAP, Engineering, Finance, HR, IT, Library, Parks, and TE). The rest of the agencies will be assigned this year for citywide training completion between 2025 and 2027.

Mentorship Program Results

The **City of Madison Mentorship Program** was piloted in 2023 and continues to grow. In the past two years, 34 mentees and 20 mentors have participated in our program. **Participants represent 60% of agencies** across the organization and hold various roles.

We concluded this year's Mentorship Program with a celebration for the 2024 Cohort at Olbrich Gardens, featuring an address from Mayor Satya followed by an awards ceremony honoring participants. We are excited to be sharing key metrics, trends, and insights from the 2024 program:

- **100% of participants** agreed the program was **effective in fostering mutual trust and respect.**
- General trends showed:
 - A Strong Sense of Belonging and Inclusion.
 - Strong Decision-Making and Influence Ability.
 - Positive Group Dynamics with Room for Growth.
- Program Conclusions Include:
 - High Satisfaction in Inclusivity and Respect
 - Gender Dynamics as an Area for Attention

See the [Mentorship Program Evaluation Results](#) for details and additional metrics.

Quarter 3 Learning + Development Stats

Our Learning Partners provided a total of 39 scheduled course offerings in quarter three. We are excited to share the results of the training evaluations, highlighting the positive impacts on participants.

- **393** total **attendances.**
- **100% of respondents** shared that they **could apply what they learned in the course(s) to their work.**
- **99% of respondents** thought that the course(s) were **organized and easy to follow.**
- **94% of respondents** rated the course(s) as **good or excellent.**

2025 Course Planning

Interested in offering a course on the Organizational Development Calendar in 2025? Explore our [Learning Partners Program webpages](#) to discover the process!



HR-Services

United Way Combined Campaign

On October 22nd the City/County Combined Employee Giving Campaign kicked off. This campaign is an opportunity to make a positive difference in your community through giving a tax-deductible gift to support a nonprofit organization of your choice.

As Madison grows, the needs of our communities grow with it. Nonprofits provide vital services to the public, often supporting the most vulnerable populations among us.

Employees can support the campaign by visiting the [“Public Employees Care” electronic pledge website](#) and donating to the many participating charities located there.

Employees can make one-time donations of any amount via credit card or ACH transaction, or they can sign up for weekly, bi-weekly, monthly or even quarterly donations directly from their paycheck.

To learn more and see how much impact even a small contribution can make, visit the [City of Madison and Dane County Employee Combined Campaign webpage](#).

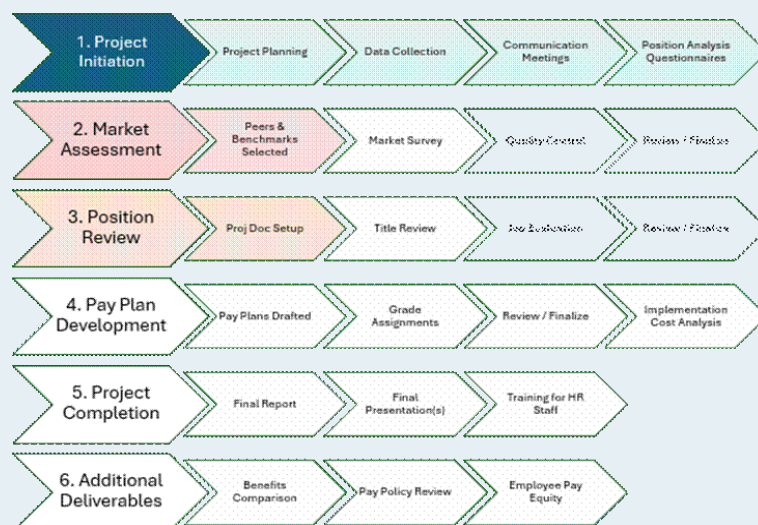
This year’s campaign runs until December 3. Take a moment, visit the websites, and consider a contribution to the annual City-County Combined Employee Giving Campaign!

Compensation Study Update

We continue to move through the process of studying our **Classification and Compensation plan** with our partners at [Baker Tilly](#).

In the last update, we mentioned that we are in the process of selecting peers and benchmarks before moving into the Market Survey. We have selected our list of peers with our Steering Team and the guidance of Baker Tilly and will be reaching out with the market survey soon.

We are also in the process of completing the title review for classifications, as those titles will be used in our Market Survey to get valid position matches for our classifications at the city.



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](#)

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