

Benefits & Human Resources Newsletter

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Issue 8



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HR Spotlight: #TeamCity Employee Survey Updates

The City of Madison conducted the National Employee Survey from November 3, 2025 – December 1, 2025, giving employees across the organization an opportunity to share their experiences, perspectives, and ideas. We are incredibly grateful to the **1,832 employees** who took time to participate – your voices matter, and your engagement helped achieve an impressive **60% overall response rate**.

The summary of results are now available for review on the [TeamCity employee survey webpage](#), offering an initial snapshot of key themes and trends across the organization. However, the data itself will not be available until a full analysis is completed. These insights provide an important foundation as the City continues its commitment to listening, learning, and improving our workplace together.

Demographic data comparisons are currently under review by **HR, DCR, and the Finance Data Team**. Affinity Groups will provide input on narrative findings before results are shared with the organization.

Once demographic findings are finalized, citywide data and messaging will be shared with all staff, along with next steps and opportunities for continued dialogue. Thank you again for your participation for helping shape the future of our workplace.

What's New

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HR Benefits

Well Wisconsin Benefits

Are you enrolled in City health insurance? Then you have access to the [Well Wisconsin program](#) through the Department of Employee Trust Funds (ETF)!

Previously, Benefits has highlighted Well Wisconsin's health screening events, which are a step employees (and spouses) enrolled in City health insurance can take in order to [earn the \\$150 Well Wisconsin incentive](#) each year. This spring, Well Wisconsin will be hosting two health screening events at Monona Terrace, one on **March 17th** and one on **April 23rd**.

However, health screenings aren't the only benefit Well Wisconsin offers! If you check out their [2026 Calendar](#) and [At-a-Glance flyer](#), you'll see an overview of free events, webinars, and programs they're offering this year. [Log in to the Well Wisconsin portal](#) to:

- Register for a health screening
- Listen to a mental health podcast
- Access on-demand group fitness workout recordings
- And more!

Retirement Planning Nuts & Bolts Sessions Upcoming in March!

The Benefits team is excited to offer Retirement Planning Nuts and Bolts again this March! This is 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!

Prior to the session, we recommend you explore our [Retirement Resources](#), including [Benefits during Retirement](#) and [Preparing for Retirement](#).

Please note – this course is a two-part series! In registering for this series, you are signing up for both March 4th and March 18th from 9:00am-11:30am each day. [Register via the course page](#).

Fidelity/MissionSquare In-Person Meetings

Are you interested in more information about [Deferred Compensation 457\(b\) Plans](#) with the City of Madison?

You may want to schedule a meeting with a representative for one of our two Deferred Comp vendors, [Fidelity](#) or [MissionSquare](#)!

- **Fidelity:** Kyle Fallon and other representatives from the Capital Group (our intermediary with Fidelity) are available to speak one-on-one on request and can also come to your worksite to present on retirement options, also on request. To reach out to the Capital Group, please call (608) 268-5100.
- **MissionSquare:** [Kevin Linsmeier](#) is our plan representative with MissionSquare. Once a month, Kevin is available for in-person appointments at the Madison Municipal Building (MMB) downtown. He is also available for one-on-one meetings about enrollment, rollovers, investment education, pre-retirement checkups, and more! To reach out to Kevin, please call (202) 759-7147 or email klinsmeier@missionsq.org.

Are you age 50+ and enrolled in a City Deferred Comp plan? You may qualify for a special catch-up provision per IRS regulations! These provision(s) allow eligible participants to contribute additional funds on top of the standard annual maximum for the current Plan Year. Maximums for 2026 are outlined on the



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Questions about Benefits?

We're working on [revamping our website](#), so your question may be answered there! If not, or if you'd rather speak to someone in Benefits directly, please don't hesitate to reach out to the Benefits team at (608) 266-4615 or benefits@cityofmadison.com.

Employee & Labor Relations

Meet and Confer Updates

(Applicable to GME, MCAA, MPSEA Employees)

1. Elimination of the 10-day suspension step, now it is a 5-day suspension and then termination for **progressive discipline**.
2. **Pro-rated paid parental leave** for probationary employees:
 - After completion of 3 months of employment = eligible for 25% of PPL allotment (1.5 weeks)
 - After completion of 6 months of employment = eligible for 50% of PPL allotment (3 weeks)
 - After completion of 9 months of employment = eligible for 75% of PPL allotment (4.5 weeks)
 - After completion of 12 months of employment = eligible for 100% of PPL allotment (6 weeks)
 - Probation is extended by same amount of time as leave taken.
3. Required to **report incarceration status** by next shift
4. **Out of class pay** – respective Association must be copied on the approval e-mail.



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Leave & Benefits Quick Update:

Paid Administrative Leave will be counted towards FMLA eligibility going forward.

Accommodations

In October 2025, the Mayor signed **APM 2-57: Religious Accommodations**. This policy reflects the City's commitment to providing employees with reasonable accommodations based on their religious beliefs and practices.

To request a religious accommodation, fill out the Religious Accommodations Request Form and email it to Accommodations@CityOfMadison.com. You may also seal a printed copy in an envelope and hand the sealed envelope to your supervisor and/or HR Representative, who can send it to the Accommodations office.

Contact Leah Reinardy, Occupational Accommodations Specialist, at Accommodations@CityOfMadison.com or 608-267-1156 if you have questions about this policy.

Drug & Alcohol Testing Discipline

- Discipline for positive alcohol or other drug tests will be integrated into the normal progressive discipline track for employees.
- 2 steps of discipline will be applied to any employee who has a positive alcohol or drug test.
- Employee must complete assigned follow up drug testing schedule upon return to work from working with Substance Abuse Provider.
- Any positive drug or alcohol tests during a follow up testing program will result in immediate termination.
- 3 positive alcohol or drug tests over the duration of employment with the City will result in termination.

Organizational Development

Human Resources Management (HRM) Project Progress

Thanks to strong teamwork across City agencies, the HRM contract is officially signed. A lot of thoughtful work went into reaching this milestone, and the momentum is building.

You might be wondering how this is different from past efforts. This time, we have a **signed contract with NEOGOV** for a full HRM system, not just a Learning Management System. We also have strong supports in place to help ensure success, including:

- Clear #TeamCity people strategy & need for technology
- Mayoral & Common Council support
- Close collaboration between HR, IT, & Finance
- Dedicated staff & time focused on implementation
- Strong talent & change management foundation
- A Core Team & a Steering Team guiding the work

There will be plenty of chances to stay informed, ask questions, and share feedback. In early April, we're launching a one-stop shop EmployeeNet site with updates and answers.

The new HRM system will make things easier – mobile access to your HR information, self-service forms, and simple ways to take and track training – so you can focus on your career experience with #TeamCity.

New Tool Alert!

[Gender-Inclusive Workplace Resource Guide for Supervisors](#)

A new guide is available to help supervisors make workplaces more welcoming for everyone. The [Gender-Inclusive Workplace Resources for Supervisors tool](#) provides tips and information on creating an inclusive environment. It is useful for all workspaces and folks at any level of advocacy.

This easy-to-use guide was created based on feedback and experiences from other supervisors. Keep it handy for quick reference and explore the other support tools on the [Gender Inclusive Workplace site](#).

Management Development Competencies are LIVE!

Over the past year, HR gathered trainings, tools, and resources aligned with **eight Management Development Competencies**. These were developed to support our mission to hire, retain, engage, and grow a diverse, high-performing, and inclusive workforce.

You can now access webpages for each competency, its definition, and resources to build knowledge, skills, and ability in each area on EmployeeNet:

1. **Accountability:** Taking ownership of actions and results.
2. **Change Management & Agility:** Leading people through change with flexibility.
3. **Communication:** Sharing information clearly and effectively.
4. **Developing individuals & Building Teams:** Growing people and strengthening teamwork.
5. **Emotional Intelligence:** Understanding and managing emotions (yours and others).
6. **Influence & Trust Building:** Building credibility and motivating others.
7. **Solution Finding:** Identifying issues and choosing effective solutions.
8. **Strategy Development:** Setting goals, priorities, and using resources wisely.

A huge thank you to the City leaders who helped make this possible over the past two years. When you grow, our organization grows too.

Coming soon: A pilot Management Development Program launching in Q2 for a select group of leaders, focused on; Accountability, Emotional Intelligence, Change Management, and Developing Individuals & Building Teams.

UniverCity Alliance Grant Award

The City of Madison's [UniverCity Alliance](#) partnership received \$5,000 from the [Kemper Knapp bequest](#). This award will increase the number of interns hired to support city agencies to complete projects. Interns are UW-Madison students not receiving college credit for their work, yet receive a stipend upon completion of a project. Do you have a specific project idea a student intern or course at UW could work on? Reach out to UniverCity Alliance board member in HR-OD, Kara Kratowicz, for a brief consultation to discuss project needs and potential for pairing.

HR-Services

Upcoming Outreach Events

We are excited to share a list of upcoming outreach and engagement events scheduled for the first quarter of 2026. These events provide valuable opportunities to connect with job seekers, community partners, and local organizations throughout the Madison area. Please note that the events listed below are confirmed and guaranteed. Additional outreach events will be [continuously added throughout the quarter](#) and are not limited to this list.

Confirmed Q1 2026 Outreach Events:

- **MI Centro Employer Panel & Speed Networking**
February 5, 2026 | 5:00 – 7:00 pm
- **Practice Interviews with MI Centro**
February 12, 2026 | 5:00 – 7:00 pm
- **South Central Wisconsin Job Fair**
February 17, 2026 | 1:30 – 5:00 pm
- **Specialist Speaker Event**
February 19, 2026 | 5:00 – 8:00 pm
- **Latin Workforce Academy (LWA) Career Fair (1)**
February 19, 2026 | 3:00 – 7:00 pm
- **Employer Interviews**
February 26, 2026 | 5:00 – 8:00 pm
- **East High School (EHS) Community Resource Fair**
March 12, 2026 | 6:00 – 8:00 pm
- **Construction Career Fair – LWA Fair (2)**
March 19, 2026 | 5:00 – 7:00 pm

We encourage everyone to stay connected for updates as additional events are confirmed and added to the [city-wide webpage](#) throughout the quarter/year.

Seasonal Job Opportunities

The City of Madison Human Resources team is excited to announce upcoming recruitment for a wide range of seasonal positions across multiple City agencies. These opportunities are ideal for individuals seeking meaningful, flexible, and community-focused work throughout the spring and summer seasons. HR will be posting and actively promoting these seasonal roles in the coming weeks. Interested candidates are encouraged to [watch for job postings and apply early](#).

Current / Ongoing Recruitment

- Laborer (Multiple Agencies: Parks, Streets, Parking, Traffic Engineering, Water Utility)
- Streets Attendant
- Lead Assistant Golf Professional (*requisition in NeoGov*)
- Assistant Golf Professional (*requisition in NeoGov*)
- Greenskeeper Assistant 1 or 2 (*requisition in NeoGov*)
- Golf Course Laborer
- Golf Course Attendant
- Food and Beverage Server
- Lifeguard

Early February Recruitments

- Crosswalk Painter
- Aquatic Supervisor
- Head Lifeguard
- Head Attendant
- Hourly Parks Ranger

Mid-February Recruitment

- Paint Crew Leadworker

Early March Recruitment

- Attendants

Why Work Seasonally for the City of Madison?

- Opportunities across parks, recreation, public works, and utilities.
- Flexible schedules for students and seasonal workers.
- A chance to support and serve the Madison community.



Image from City of Madison Photo Library

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!