



May | 2026 | Issue 9

# Human Resources Newsletter

---



## **HR Spotlight: Public Service** **Recognition Week is this 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 4th to May 8th.** 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 **Tuesday, May 5th, 2026** 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:**

#### **Director Spotlights**

- [HRM System Implementation](#)
- [Employee Survey Update](#)

#### **Benefits**

- [Well Wisconsin Benefits](#)
- [Retirement Courses](#)
- [New ETF System](#)

#### **Employee & Labor Relations**

- [Employee Check-Ins](#)
- [What is ELR?](#)
- [Upcoming ELR Courses](#)

#### **Organizational Development**

- [MDP Launched!](#)
- [Train the Trainer Kickoff](#)
- [L+D Framework](#)

#### **HR-Services**

- [AASPIRE Supervisor Training](#)
- [Administrative Support Study](#)
- [Upcoming Outreach Events](#)

# Director Spotlight

## Human Resources Management (HRM) System Implementation

As noted in recent communications from HR, #TeamCity is gearing up to begin implementing our new Human Resources Management (HRM) System. We are so excited to enhance employees' HR experience through technology, and be able to better support employees at every stage of their City career journey.

By now, you will likely have received a postcard from your manager with more details about what's coming in the HRMS and how it will benefit you. (If you haven't received it yet, stay tuned – it should be coming soon!) Please visit the [Human Resources Management \(HRM\) System Implementation webpages](#) (or scan the QR code on the postcard you receive) to learn about the Who, What, and How of the implementation – including Project Details, Change Management Ideas, FAQs, and more. These webpages provide detailed information on the project, anticipated timelines, and expectations as we implement the city's first HRM System in late 2027.

If you have any questions about the HRM System, implementation, or would like to get involved in the implementation process, please reach out to [HRMS@CityofMadison.com](mailto:HRMS@CityofMadison.com).

Thank you!

**One City.  
One Team.  
One HR System.**

NEOGOV



## Employee Survey Update



Human Resources and the Department of Civil Rights continue to collaborate with the Finance Data Team and Affinity Groups to better understand employee survey findings.

A [high-level overview of City results](#) were previously shared, yet analysis continues to see if there are any differences based on how people identify in the demographics section.

Demographics were an optional part of the survey and included:

- (1) Gender
- (2) Race/Ethnicity
- (3) Sexual Orientation
- (4) Disability/Chronic Health Condition
- (5) Management Status
- (6) Union/Association Status
- (7) Work Setting
- (8) Employment Status
- (9) Generation
- (10) Tenure
- (11) Agency

Our goal is to provide insights into differences in the data based on how people who took the survey identify before fall.

# Benefits

## Well Wisconsin Benefits Reminder!

If you are enrolled in City health insurance, you have access to the [Well Wisconsin program](#) through the Department of Employee Trust Funds (ETF).

As you start to plan your summer, we recommend you check out Well Wisconsin's [2026 Calendar](#) and [At-a-Glance flyer!](#) You'll see an overview of free events, webinars, and programs they're offering this year. These include (but are not limited to!) the three steps employees (and spouses) enrolled in City health insurance can take to [earn the \\$150 Well Wisconsin incentive](#) each year.

If you're looking for an on-demand virtual fitness recording, a mental health podcast, classes about staying healthy and feeling great, or more, the [Well Wisconsin portal](#) is a great place to start.



## Retirement Courses

Are you nearing retirement? Mid-career? Just starting out? Wherever you are in your work at the City, it's always valuable to consider your future retirement.

The Benefits team and Organizational Development team maintain an active list of courses offered through ETF and other outside sources on the [Retirement Planning Courses page](#) of the Organizational Development website. If you haven't already done so, we would recommend you review them and sign up for any that interest you! This page is regularly updated, so even if nothing appeals to you now, check it out again in the future.



## New ETF System Upcoming!

The Department of Employee Trust Funds (ETF) has been working on a new member portal for health insurance. The Benefits team is excited to share that this portal – MyInsurance Benefits (MIBS) – will be going live on **July 1<sup>st</sup>**.

MIBS will allow members to easily and smoothly:

- Make changes to health insurance
- Upload required documentation for virtual verification (no more coming to HR in-person for verification!)
- Review health insurance enrollment information
- And more!

### What should I know in advance of the new system starting?

Before MIBS goes live, there will be a **processing freeze for employers**, starting on **May 22<sup>nd</sup>** and going through mid/late-June. If you have health insurance paperwork or documentation due to HR for a recent qualifying event, we strongly recommend you submit that to HR no later than May 18<sup>th</sup> to ensure processing before the 22<sup>nd</sup>. Any paperwork that cannot be processed before the freeze begins will be processed in mid/late-June. (Qualifying events will backdate as usual once processed, don't worry!)

If you anticipate this impacting you – for example, if you will be losing other health insurance coverage June 1<sup>st</sup> and will need to use your City insurance right away – **please let us know ASAP** so we can help triage this for you with ETF.

### Is there anything I should do in advance of the new system starting?

Yes! To access the new system, you will need to have a MyWisconsin ID. We recommend setting up your MyWisconsin ID now so you're ready to go when the new portal launches!

If you don't already have a MyWisconsin ID, please check out [this video from ETF](#) for a step-by-step guide on how to do so. Troubleshooting help is available via the State's Division of Enterprise Technology, which manages [MyWisconsin ID](#).

Please note: **ETF strongly recommends you use your personal email address for MyWisconsin ID**. This ensures you can still access MIBS even after you leave City employment and lose access to City email.

# Employee & Labor Relations



## Employee Check-Ins Training!

Be on the look out for [Employee Check-Ins: Connecting and Thriving](#), on May 5th hosted by ELR's Tameaka Bryant. This training, as part of the [Talent Management Strategy](#), is a modernized approach to employee satisfaction, designed with and for employees. The goals of these discussions are to provide additional support, further personal and professional growth, and encourage engagement within our community. As well as, how to connect individual performance to the city's vision, mission, values, and promise of service.

For this course please note we ask all participants to review the [Employee Check-In Process](#), which includes the Check-In Tool, Core Expectations, Expectations with Ratings, and AIM SMARTE Guide to Goal Setting. We also ask that after reviewing the course materials participants come with 1 or 2 of your own pressing concerns.

All of the documents can be found on the [Employee Check-In Process webpage](#).

## What is Employee & Labor Relations?

As we expand our Employee & Labor Relations (ELR) and Benefits units, we wanted to take this chance to highlight and review the ways the ELR unit interacts with you and the city.

### Your ELR team members:

- Represent the Mayor in negotiations
- Facilitate the Meet and Confer process
- Act as arbitration representatives
- Assist in dispute resolution
- Provide trainings
- Consult with supervisors on discipline and performance matters.

In facilitating the annual Meet and Confer process, ELR team members work directly with Association (MPSEA, Local 6000, and LIUNA) leaders to agree on handbook updates and changes.

As we start this year's Meet and Confer process reach out to your representation to raise any concerns you may have.

## Other 2026 ELR Courses:

- [Family Medical Leave Act \(FMLA\) Training for Supervisors](#)  
**September 23, 2026**  
**1:00 – 2:30 pm**
- [Managing the Drug Testing Process](#)  
**October 28, 2026**  
**1:00 – 2:30 pm**

# Organizational Development



## The Management Development Program (MDP) has Launched!

We're excited to announce that the Management Development Program (MDP) is underway! Launched on March 31, 2026, the MDP marks a new chapter in management development. MDP replaces the previous Supervisor Development Academy with a reimagined, competency-based experience designed to grow leaders from the inside out.

We designed this program to:

- Increase leadership effectiveness,
- Build foundational coaching skills,
- And, enhance service delivery.

Equipping managers to lead with greater confidence, self-awareness, and values-based intention.

We aim to create a diverse peer network committed to strengthening leadership across the organization, this inaugural cohort brings together 16 participants representing a third of city agencies.

Over six months (March–September 2026), participants will move through four 5-week modules, each anchored in a core management competency:

- [Accountability](#)
- [Emotional Intelligence](#)
- [Change Management](#)
- [Developing Individuals & Building Teams](#)

We're currently live with **Module 1: Accountability** until May 8th and **Module 2: Emotional Intelligence** begins May 18th. We couldn't be more excited about the momentum this cohort is already building. Stay tuned for updates as the journey unfolds!

## Build a Culture of Recognition:

Use [Microsoft Viva Insights](#) to easily celebrate your coworkers, strengthen team connections, and support wellbeing - right within the tools you (might) use every day!

## Public Works & Transportation Train-the-Trainer Program Kickoff

The PWTN (Public Works & Transportation) Train-the-Trainer Program is a year-long learning series that helps employees improve how they train others in the field. It builds a strong group of peer trainers across Public Works and Transportation. The goal is to make training even safer, more consistent, and easier to understand while supporting onboarding and career growth.

The program is being built with a strong collaboration across Public Works and Transportation agencies, supported by Human Resources-Organizational Development. It includes ten hands-on modules. Employees learn how to explain tasks, use checklists, give feedback, coach for safety, collaborate with supervisors, and give input when someone is ready to work on their own. Each class builds skills trainers can use right away.

In the future, it will include a Community of Practice where trainers meet to share ideas, learn from each other, and keep improving learning experiences across #TeamCity.

---

## Learning + Development Framework

The City of Madison's new [City of Madison's Learning + Development \(L+D\) Framework](#) gives us a simple, shared way to build skills across all agencies. It helps employees grow in their roles and do great work for our community.

In 2025 Learning Partners led 45 courses and 129 sessions, reaching over 1,200 employees. The [End-of-Year Learning + Development Summary](#) results were strong--95% rated training as good or excellent, and 99% said they can use what they learned on the job. This shows our training is practical and making a real impact.

Thanks to our Learning Partners, we're building a more connected and consistent learning culture across #TeamCity. That learning culture will be supported by our new Human Resources Management (HRM) system slated for implementation beginning in 2027.

# HR-Services

## Supervisor Training for AASPIRE Interns

This summer, 10 City agencies will host 17 Affirmative Action Student Professionals in Residence (AASPIRE) Interns to provide current and recent college students with opportunities to work on limited-term, management level projects while receiving guidance and mentorship from City supervisors and developing deeper understanding of public service.

The AASPIRE program mutually benefits City professional staff by affording them the opportunity to build supervisory skills and to experience working with individuals from diverse backgrounds.

Over its 30+ year history, the AASPIRE program has placed over 250 students into paid summer internships with the city.

---

## Administrative Support Study

The Human Resources Director is sponsoring an Administrative Support Study at the request of Common Council (reference: [Legistar 90832](#)) due in June.

The resolution directs assistance from the City Clerk, Finance Director, Information Technology Director, and other city staff who interact with administrative support functions. So far, a survey of Agency Heads was conducted to better understand the current state of administrative workload and potential gaps citywide. Analysis of this information is underway.

We are also reviewing support requests for the Finance Administrative Support Team as part of this effort. City staff whose positions are included in the study are listed in the “All Employees in Admin Positions” tab of the [Admin Support Study\\_03.30.2026.xlsx](#) spreadsheet.

If you are an employee whose position is included in the study and would like to be part of a briefing on the citywide administrative support survey findings, please email [pe@cityofmadison.com](mailto:pe@cityofmadison.com) to be included in scheduling. This briefing will also serve as your opportunity to share any additional insights you feel are important to report back to Council.

## Upcoming Outreach Events

We are excited to share a list of upcoming outreach and engagement events (some of which we have already attended) scheduled for the second 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.

- **Employment Connection Day with Centro Hispano**  
May 7, 2026 | 4:00 – 7:00 PM
- **Latino Workforce Academy Career Fair (3)**  
April 23, 2026 | 5:00 – 7:00 PM
- **Memorial Highschool Career Fair**  
May 21, 2026 | 8:00am – 12:00 PM
- **Latino Workforce Academy Career Fair (4)**  
May 21, 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.

## All-City: 2026 Take Our Children to Work Day – Thanks for Joining!

On April 23, 92 City of Madison employees and their children came together for the 2026 Take Our Children to Work Day event. This year, Olbrich Botanical Gardens graciously hosted us, providing a beautiful backdrop for a day full of hands-on activities and learning.

Participants enjoyed engaging programming from Parks, the Clerk’s Office, Water Utility, Madison Credit Union, Engineering and Human Resources. Lunch was provided by the Madison Fire Department and Madison Police Department – with special thanks for firing up the grill – along with additional food sponsored by various agencies and associations. A big thank-you to those who helped with the coordination of this year’s event – especially Engineering & the Gender Equity Team.

We hope to see y’all next year!



# 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)
- **HRM Implementation** – [HRMS@cityofmadison.com](mailto:HRMS@cityofmadison.com)



Was this communication helpful? 



Take this quick survey to let us know!

## We want to hear from you!

Take a few minutes to share your thoughts through our [SurveyMonkey survey](#) & help us better understand what communications matter most to you.

## Common Resources Quick Links:

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