



Human Resources Newsletter

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HR Spotlight: Employee Assistance Program (EAP)

One of the most valuable resources available to City employees is the City's dedicated **Employee Assistance Program (EAP)**. EAP support is available to **all** City employees, their household family members, and their significant others.

If you are in need of free and confidential trauma response/critical incident support, short-term counseling, managerial consultation, and/or resource referrals – or simply need to speak with someone to process how you're feeling – the EAP team is here to help.

- To contact the City's EAP team, please reach out via phone to (608) 266-6561 or via email to eap@cityofmadison.com.
- In addition to our internal EAP team, the City also has [an external EAP provider](#), which is available 24/7 at +1 (800) 236-7905 or online at <https://cityofmadison.allonehealth.com/>.

Learn more about the EAP, the amazing team that supports it, and the extensive list of resources available to City employees by visiting the [City of Madison Employee Assistance Program](#) page on EmployeeNet.

What's New:

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Benefits

Reminder: 2027 Plan Year Open Enrollment

The Benefits Team hopes you're enjoying your summer! Fall is just around the corner, and with it, Open Enrollment. While the dates are still to be decided for Flex Spending Open Enrollment (stay tuned!), we can confirm that Health, Dental, and Vision Insurance Open Enrollment for the 2027 Plan Year will run from **Monday, October 5 through Friday, October 30**.

Like previous years, dental/vision Open Enrollment changes will only be possible via the [Employee Self Service \(ESS\) portal](#) online. Unlike previous years, however, this year health insurance Open Enrollment will **only** be possible via [the My Insurance Benefits portal](#) online.

My Insurance Benefits is live!



In case you missed it: the Department of Employee Trust Funds (ETF) launched their new benefits portal, My Insurance Benefits, on July 1. Going forward, all health insurance change(s), enrollment(s), and cancellation(s) will need to be completed via the My Insurance Benefits portal.

If you haven't already done so, **we highly recommend you log into My Insurance Benefits now** to ensure that you have access prior to the start of Open Enrollment! Please note that to access My Insurance Benefits you'll need a **MyWisconsin ID**, which is fully separate from any City login credentials.

- The [My Insurance Benefits FAQ](#) has detailed information about My Insurance Benefits, including resources to help troubleshoot MyWisconsin ID issues and other issues with access to the portal.

Full URL: <https://www.cityofmadison.com/benefits/ETF-FAQ>

Affinity Groups



CITY OF MADISON AFFINITY GROUPS



Do you know about the City's [Affinity Groups](#)?

As noted on EmployeeNet, an Affinity Group is:

a group of City employees linked by a common purpose, ideology, or interest. Affinity Groups play a vital role in ensuring an inclusive environment where all are valued, included, and empowered to succeed... [and can also] provide a collective voice for staff with common interests.

There are seven active Affinity Groups at the City of Madison:

- BIPOC Care Team
- Disability Resource Group
- Latinx Community Engagement Team
- LGBTQIA+ Social
- Gender Equity Team
- Library Pride Group
- Multicultural Affairs Committee

If you are interested in **joining** an Affinity Group, the Affinity Group page of EmployeeNet has a template you can use when notifying your supervisor about your participation and coordination schedules/coverage so you can participate.

If you are interested in **forming** an Affinity Group, please reach out to HR at hr@cityofmadison.com to get started!

Full URL:

<https://www.cityofmadison.com/employeenet/city-groups-initiatives/affinity-groups>

Employee & Labor Relations

Summer Safety Tips

As the summer continues, be conscious of how heat waves, and in recent weeks, wildfires can affect you and the City of Madison at large!

During periods of extreme heat please:

- Drink cool water regularly throughout the day.
- Take rest breaks, ideally in shady or cool spots.
- When able, work during cooler times of day.
- Check in with yourself and coworkers for signs of heat sickness (headache, nausea, weakness, heavy sweating, higher body temps).
- Seek medical attention immediately if you or someone else suddenly shows signs of heat stroke (confusion, slurred speech, seizures, loss of consciousness).
- If you have a medical condition impacted by warm weather, discuss with your doctor whether you may need a plan in place to manage any medical condition(s) you have.

Local, national, and international wildfires can affect the air quality of Madison. The Air Quality Index (AQI) categorizes any AQI over 100 as unhealthy for sensitive groups, and any AQI over 151 as unhealthy for everyone.

In periods of unhealthy air quality for you please:

- Minimize demanding outdoor activities, and stay inside when possible.
- If you must work outside, try to limit the time spent outside, keep activities light, wear a mask, and watch for symptoms of coughing and/or shortness of breath. Seek medical attention if you have trouble breathing.
- Consider moving outside events indoors or rescheduling.
- Close windows and doors.
- Check on friends, family, neighbors, older adults, and pregnant people to ensure their safety.
- If you have a medical condition impacted by poor air quality, discuss with your doctor if you may need a plan in place to manage any medical condition(s) you have.

Thank You, Tameaka!



It is with great sadness that we must say goodbye to our Employee and Labor Relations Specialist, Tameaka Bryant. After eight years with the City, Tameaka is off to take on new challenges and tackle new adventures.

In her role as Employee and Labor Relations Specialist she has worked closely with managers, supervisors, and Department Heads across the City. She has provided critical training and assistance in relation to discipline, contract compliance, and performance management. Additionally, she has played an integral role in facilitating the Meet and Confer process over the last four years.

Her extraordinary work ethic, abundant joy, and endless compassion have made the ELR, HR, and the City a better place. The Tameaka-shaped hole will be a tough one to fill.

Thank you, Tameaka, for all that you brought to the City and we wish you all the best in your next role!

Upcoming ELR Courses:

- [Occupational Accommodations Training for Supervisors](#)
October 6, 2026 | 10:00 am – 12:00 pm
- [Managing the Drug Testing Process](#)
October 28, 2026 | 1:00 – 2:30 pm

Organizational Development

Train-the-Trainer Program Builds Momentum

The public Works & Transportation (PWTN) Train-the-Trainer program continues to grow. So far, 22 cross-agency participants have completed the first three (3) modules of the year-long program:

- Becoming a Peer Trainer
- How Adults Learn in Public Works
- Communication Essentials for Field Trainers

Each class gives trainers practical tools they can use right away. The content includes a hard copy/laminated Trainer's Toolkit that trainers can keep in their vehicles or in the field. Each card provides a checklist for trainers to reference easily.

Early Statistics

Program managers are pleased to report early success with the Program.

- 100% of learners can apply learned skills
- 100% of learners say subject matter, "just right"
- 100% of learners say courses are easy to follow
- 97% of learners say courses are excellent/good

Key Takeaways

A Program highlight has been the strong collaboration across agencies. Trainers are designing and delivering content, sharing ideas about common challenges, and learning from each other's experiences. The Program continues through next April with an additional seven classes. If you have questions, please reach out to any of the Program Managers: Ryan Ulrich (Streets), Erin Shopofski (Parking Enforcement), or Marcus Pearson (Water).

Looking to Grow Your Team?

Want to build stronger communication, teamwork, and feedback skills? Check out the various Team Trainings Available Upon Request! Current availability:

- Plan for a Positive Approach
- Change Management Team Training
- Involving People in Decision that Impact Them
- Values Based Leadership
- Giving & Receiving Feedback (Parts 1&2) – **only 3 left!**

If your team could benefit from these trainings, we'd love to work with you. Learn more and reach out to schedule a session: [Team Trainings Available Upon Request](#)

Register Now – 2026 Leadership Gathering

Wednesday, December 9, 2026 | 9am to 12pm | Monona Terrace – Madison, WI

We are excited to announce the theme for the 2026 Annual Leadership Gathering, "Leading Through the Muck: Courageous Accountability." This year's gathering centers on one of the most critical and often underdeveloped leadership skill – accountability. Not accountability as punishment or performance theater, but accountability as an act of investment in people, in teams, and in the culture we are building together.

As an organization, we are sharpening our focus on talent management with an emphasis on performance management. We recognize that performance management is not a single event. It's an ongoing process built on proactive communication, empathy, and coaching. The reality is that leadership is rarely clean, and the real work happens in the hard conversations, the uncomfortable moments, and the spaces most leaders are tempted to avoid.

We also understand that consistently managing employee performance requires leaders to:

- Set clear expectations
- Consistently monitor and support performance
- Recognize and affirm great work
- Respond honestly and constructively to poor performance – ensuring communication is empathetic and through a trauma-informed lens

Many of our leaders are navigating this with good intentions yet without the practical tools, confidence, courage, or coaching abilities needed to accomplish it consistently. We invite you to [register for this year's gathering](#) and join us as we take steps together to develop the courage to do the work with clarity, consistency, and care.





HR-Services

Stay Connected with Our Recruitment Team!

The City of Madison Recruitment Team is excited to connect with job seekers throughout the community this fall! Whether you or anyone you know is exploring a career in public service, or looking for the next opportunity, we invite you to stop by one of our upcoming recruitment events, meet our team, and learn about the many rewarding careers the City has to offer!

Upcoming Events:

- September 10 – South Central WI Job Fair
1:30 – 5pm | The Tributary Hub
- September 15 – UW Public Service Fair
3:30 – 6pm | Gordon Dining & Event Center
- September 17 – Latino Workforce Academy Career Fair
5- 7pm | 2909 Landmark Place
- October 22 – Latino Workforce Academy Career Fair
5- 7pm | 2909 Landmark Place
- November 19 – Latino Workforce Academy Career Fair
5- 7pm | 2909 Landmark Place

New this Quarter: You can now view our recruitment event schedule for the entire year in one convenient place! Check out the annual [recruitment calendar](#) to see where we'll be attending career fairs, community events, and outreach opportunities, making it easier than ever to connect with us throughout the year.

Upcoming HR-Services Training Opportunities

HR-Services is preparing two valuable training opportunities for hiring managers this October. Both courses are currently being updated to include interactive activities and will be available for registration soon. Be sure to watch for the registration announcements!

Upcoming Courses:

- Hiring Foundations for Hiring Managers
 - **October 13, 2026 | Morning Session**
- Creating Equitable Interviews
 - **October 15, 2026 | Morning Session**

These sessions are designed to strengthen hiring practices, promote equitable recruitment, and provide managers with the tools needed to make informed and inclusive hiring decisions.

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
- **Human Resources Management (HRM) System Implementation** – HRMS@cityofmadison.com

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.