

Benefits & Human Resources Newsletter

August | 2025
Issue 6



HR Spotlight:

Transforming HR: The Future of Employee Experience

We're building something exciting!

Over the past six months, a cross-agency team has written a request for proposal, reviewed 14 responses, and joined in 3 demonstrations (+ supplemental sessions for additional questions) to choose the best new HR system.

This will be an innovative **Human Resources Management (HRM)** platform. A system like this will make things easier for all employees by: improving the experience from hiring and onboarding to performance, career growth, and recognition.

Now that the demonstrations are done, we're moving into the award phase followed by contracting and negotiation – which will take a few months. At the same time, we're putting together a Steering Team to lead this city-wide project and its long-term plan.

Stay tuned for updates, and opportunities to get involved!

#FutureofWork #EmployeeExperience #ModernWorkplace
#CityofMadisonCareers

What's New

Benefits

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HR-Services

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Employee & Labor Relations (Benefits)

Save the Date(s): Open Enrollment

The [Open Enrollment](#) dates for the 2026 Plan Year have been set!

- **Health, Dental, and Vision Insurance:** October 6 to October 31, 2025
- **Flex Spending:** November 10 to November 26, 2025



Save the Date(s): 2025 Blood Drives

According to the Red Cross, someone in the US needs blood every two seconds. The Red Cross needs donors with all blood types but especially welcomes those with types O negative, A negative, and B negative.

The City is hosting blood drives at MMB on the following dates in 2025. Both drives have appointment slots open between 8 AM and 2 PM.

- Tuesday, August 19
- Tuesday, November 4

Emails will be sent out a month before each date for donors to schedule their appointments. For more information on Red Cross blood drives and donating blood, please visit the Red Cross's [Frequently Asked Questions](#) page.

The City will also continue hosting blood drives in 2026 at the Madison Municipal Building, and the first 2026 Blood Drive will occur on Tuesday, January 6.

Course Update

In early July, we launched the first session of our newly revamped course "[Employee Check-Ins: Connecting and Thriving](#)," led by Tameaka Bryant, Labor & Relations Specialist.

This updated course reflects recent enhancements to the Employee Check-In itself – now designed to offer greater support, encourage more meaningful engagement, and align individual performance with the City's mission, vision, values, and service promise.

While this course is open to all employees, we strongly encourage all supervisors review and use the content now posted on the [Employee Check-In Process](#) webpage.

Life Insurance Updates

Earlier this year, Human Resources announced increases to dependent coverage for child(ren) **effective March 1, 2025**. Please see the [May edition of the Newsletter](#) for details!

The City has also negotiated lower rates for supplemental coverage, **effective July 1, 2025**. As a part of this premium change, the way life insurance displays on paystubs has also been updated: Basic and Supplemental coverage are now broken out into two separate deduction lines. Please be assured that your coverage level is the same as before – it just looks different now!

Finally, our policy has also been clarified regarding dual coverage. **Effective July 1, 2025**, no person may be insured:

- 1) As both a dependent **and** an active employee (or retiree) under our policy, or
- 2) As a dependent of **more than one** active employee (or retiree).

In other words:

- 1) Unit(s) of dependent coverage **only** apply to a spouse or child(ren) who do not have their own City life insurance coverage. If you have unit(s) of dependent coverage, **and** have a spouse/child who is **also** a City employee, **and** your spouse/child has their own active City life insurance coverage, then you would only be eligible to make an employee claim – and not a dependent coverage claim – if your spouse or child passed away.
- 2) Eligible child(ren) can only be covered by **one** employee's dependent coverage unit(s) at a time. If you share child(ren) with another City employee, **and** you **both** have unit(s) of dependent coverage, only one person would be eligible to make a dependent coverage claim if an eligible child you share passed away.

Normally, it is the employee's responsibility to remove unit(s) of dependent coverage when that employee no longer has eligible dependent(s). Life insurance coverage can be reduced or cancelled at any time, and changes take effect on the next possible paycheck.

However, because of the clarification to our policy language, **any employee impacted by the dual coverage prohibition may request to have their dependent coverage cancelled retroactive to July 1, 2025**. In order to process this retroactive cancellation, Human Resources needs to be in receipt of your [Life Insurance Form](#) (filled out to remove dependent coverage) **no later than August 31, 2025**. Any form(s) received after August 31 cannot be made retroactive to July 1.

If you are not sure whether you are impacted, please reach out to the Benefits team at benefits@cityofmadison.com.

Organizational Development

Public Works Field Training Project

Sponsored by Charlie Romines, initiated in late March, 2025.

The challenge: to design and put in place a sustainable approach to develop a larger pool of public works trainers. These trainers are field staff themselves, and would be conducting training for onboarding, growth, and career pathways.

Since May, we've been capturing data across nine Public Works agencies. We conducted 25 ride-alongs to understand how employees are trained - during onboarding and as they prepare for future roles.

Ride-alongs wrap up in July, followed by a summary of findings validating priorities. From there, we will share, enhance, and/or develop programmatic approaches to identify and support employees who train or would like to expand their training skills.

We are excited to work together with these agencies to identify trends, opportunities, and next steps. Many thanks to the gracious agency ride-along hosts! Stay tuned for more information.



Language Matters: Rethinking the Word "Stakeholder"

Here in HR, we've been having some great conversations about how the language we use can reflect our values around equity and inclusion. One small shift we're making is moving away from using the word "**stakeholder**."

Why? While it's a common term, it can carry historical baggage—especially for Indigenous communities. Instead, we're trying out alternatives like:

- **Affected/Impacted/Influencing Parties**
- **(Key) Collaborators/Contributors**
- **Community Members**
- **Key Players**
- **Partners**
- **Relevant Groups**
- **Supporters** depending on the situation.

This isn't a policy or a requirement—just something we're doing in HR that others might want to consider too. Language evolves, and this is one way we're trying to be a little more thoughtful and inclusive in our day-to-day.



New Online Courses Added!

We recognize that live courses don't always align with everyone's schedule and that leadership development should be flexible and accessible. That's why we're excited to roll out a series of on-demand learning opportunities designed to meet leaders where they are.

Throughout the next couple of months, expect to receive updates on [On-Demand Leadership Development Courses](#) through the Organizational Development weekly e-Blast newsletter. (Tuesday afternoons).

Courses will become available in the following order:

1. [Values-Based Leadership: The 4 Principles of Practice](#)
2. [Involving People in Decisions that Impact Them](#)
3. [Supervisor Orientation](#)

Stay tuned as we continue to expand our library of self-paced [courses](#) and [resources](#) to support your growth, on your schedule.

New [Team Development Toolkit](#)

Explore the path to a stronger, more self-aware team with tools and insights designed to build trust, navigate challenges, and elevate performance – together.

HR-Services

Equitable Hiring Plan

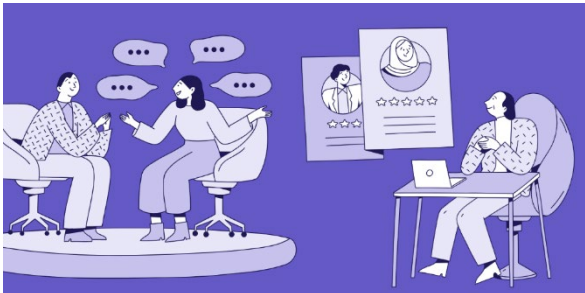
The Equitable Hiring Plan (EHP) is **the discussion guide** the city uses to ensure equitable hiring.

Diverse teams work together to critically analyze long-standing inequities built into hiring and provide strategies to build a process that is **equitable and inclusive from start to finish**.

Through use of this resource, you will consider process changes that foster racial equity and social justice at the City of Madison.

Please note, **a completed EHP is now required by HR before posting new recruitments**.

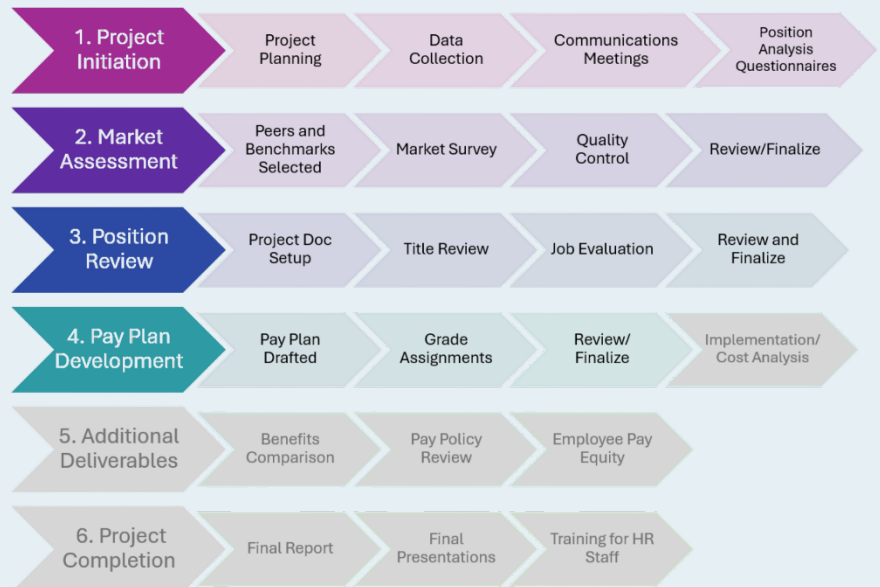
You can find the EHP on the [Supervisor Resources > Hiring webpage, see step 2.](#)



2025 HR Analyst Agency Portfolios

View the [latest updates to HR Analyst department portfolio assignments.](#)

Compensation Study Updates



The [Classification and Compensation Study](#) is nearing the final stages and Steering Team members are currently completing review of the draft compensation plans.

The Human Resources Director extended the moratorium on a new position studies until September 2025, and we are hoping to have final reports early this fall.

Remember, classification is not about the person in the position or how well they do their work, it is about how the work is most appropriately compensated based on internal factors like equity, job responsibilities, and based on external factors like the labor market.

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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