



The header image features an image of purple and white flowers blooming in the foreground, with additional purple flowers and bright green leaves out of focus in the background.

Benefits Newsletter Spring 2023

Hello from the Human Resources Benefits team, and welcome to Issue #3 of the HR quarterly Benefits Newsletter!

This edition of the HR Benefits Newsletter includes information about:

1. Disability Resource Group: Come check out a new affinity group!
2. Retirement Planning Nuts and Bolts
3. Understanding Paid Parental Leave
4. Onsite health screening opportunity (Well Wisconsin) coming up!

1. Disability Resource Group: Come check out a new affinity group!

Tory Larson, Occupational Accommodations Specialist

Disability Resource Group (DRG) is an inclusive space that celebrates diversity and creates an opportunity to discuss issues and challenges facing Disabled staff/staff with disabilities. The DRG provides a great opportunity to build community, create an inclusive, innovative, and leading workforce, and provide a better understanding of diverse abilities within the City of Madison.

The Disability Resource Group is a voluntary, employee-led affinity group seeking to foster a diverse and inclusive workplace aligned with the City's mission and values. To be a member of this group, one can be Disabled/a person with a disability themselves or an ally that wishes to support the group's efforts. This is a City sponsored affinity group and staff are welcome to attend during work hours.

We meet the 3rd Thursday of every odd numbered month from 11:00 a.m. – 12:00 p.m. in hybrid format.

Join Zoom Meeting:

<https://cityofmadison.zoom.us/j/81907962557?pwd=YytXZkYzSDRTdEt2TURWaXc1a20ydz09>

Or Madison Municipal Building Rooms 107 and 151.

For more information or to join the DRG@cityofmadison.com email group, contact: Rebecca Hoyt – Disability Rights and Services Specialist, Department of Civil Rights at RHoyt@cityofmadison.com.

2. Retirement Planning Nuts and Bolts

Are you interested in more information to help you prepare for retirement? If your answer is yes, check out this course!

Retirement Planning Nuts and Bolts is a three-part series that covers all of the major benefits, issues and concerns City employees have about retirement. The first session highlights City processes and benefits, and applying for your annuity through Employee Trust Funds. The second session goes through financial planning for retirement, deferred compensation, and health reimbursement accounts. The final session is about the psychological process of retirement, and provides recommendations that will help employees transition into retirement in a smooth way.

This course will be presented via Zoom in June:

- **Part 1:** June 7, 2023 9:00-11:00am
- **Part 2:** June 14, 2023 9:00-11:00am
- **Part 3:** June 21, 2023 9:00-11:00am

Click [here](#) to register on Eventbrite.

More information is available on the Organizational Development course website [here](#).

3. Understanding Paid Parental Leave

The City of Madison provides up to six weeks of Paid Parental Leave as a benefits to eligible employees, following a qualifying birth or adoption. The purpose of this benefit is to provide a parent with paid time off to care and to bond with their newborn or newly adopted child. To qualify for Paid Parental Leave, the employee must meet the following conditions:

1. The employee must hold a permanent full-time or permanent part-time appointment with the City of Madison; **AND**
2. On or after the effective date of this Policy (allowing for a grace period prior to the effective date), the employee has given birth to or fathered a child or has adopted a child who is 17 years old or younger; or the employee's spouse has given birth to a child. An unmarried employee will be required to provide documentation

establishing paternity or maternity in order to be eligible for the benefits afforded by this Policy **AND**

3. The employee has completed at least one year of permanent (not hourly or seasonal) service immediately prior to the date of the qualifying birth or qualifying adoption; **AND**
4. The employee was in a paid status for at least 1,000 hours in the 12-month period immediately prior to the date of the qualifying birth or qualifying adoption.

Employees must complete an [application for Family & Medical Leave](#) as well as submit the [Provider Certification – Birth, Adoption or Foster Care](#). Once approved, Paid Parental Leave will be available for use on or after the date of birth or adoption of the child, and may be used for a period of up to 12 (twelve) months from the date of birth/adoption.

Paid Parental Leave may be substituted for time off beginning on the date of the birth or adoption, and to cover up to 6 (six) weeks of leave used for the purpose of caring for or bonding with a newborn or newly adopted child.

Paid Parental Leave will run concurrently with Family and Medical Leave Act (FMLA) leave in cases where an Eligible Employee is also eligible for FMLA leave. This means the employee's Paid Parental Leave time will be subtracted from the total of 12 weeks available under FMLA.

Please refer to the [Paid Parental Leave Policy \(APM 2-49\)](#) for full details of the Policy.

For questions regarding Paid Parental Leave (and to provide notification of the birth or adoption date), please contact Brittney Hayes, Leave & Benefits Assistant with Human Resources:

- **Phone:** (608) 266-4617
- **Email:** bhayes@cityofmadison.com
- **Mail/Office:** 215 Martin Luther King Jr Blvd Ste. 261, Madison, WI 53703

4. Onsite health screening

Earn your \$150 Well Wisconsin incentive!

A health screening is one way to complete your **health check!** Do this, along with the health assessment and well-being activity, by **October 13, 2023** to earn the \$150* Well Wisconsin incentive.

Discover your numbers at a screening event

It is time to register for your onsite health screening!

A free health screening* event has been scheduled at The City of Madison for employees (and spouses) who are enrolled in the State of Wisconsin Group Health Insurance Program.

At an onsite screening, you'll learn your measurements for blood pressure, body mass index (BMI), cholesterol (HDL, LDL and total), triglycerides and glucose, and be in and out in 20 minutes. Register today!

When: May 8, 2023

Where: Madison Municipal Building, 215 Martin Luther King Jr. Blvd. Room 215

From: 9:00 am until 2:00 pm (TBD)

Register at webmdhealth.com/wellwisconsin by clicking *Get Started* on the Biometric Screening card.

Be in the MOMENT Be Present. Be Well.

*The Well Wisconsin incentive program is a voluntary program available to employees, retirees and spouses enrolled in the State of Wisconsin Group Health Insurance Program, excluding Medicare Advantage participants who have incentives available through their health plan. The Well Wisconsin incentive will automatically be issued to eligible participants upon completing the applicable activities. All wellness incentives paid to participants are considered taxable income to the group health plan subscriber and are reported to their employer, who will issue a W2. In some cases, the Wisconsin Retirement System acts as the employer. Retirees, continuants and their spouses will have some taxes withheld from the incentive amount earned.

Please don't hesitate to reach out to HR if you have any questions!



City of Madison Human Resources

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