



Department of Employee Relations

**Tom Barrett**  
Mayor

**Makda Fessahaye**  
Director

**Renee Joos**  
Employee Benefits Director

**Nicole Fleck**  
Labor Negotiator

Dear New Employee,

Welcome to the City of Milwaukee! We take great pride in providing outstanding service to the residents of Milwaukee and you are now part of our team. We work FOR AND ON the City of Milwaukee!

All new employees receive New Employee Orientation materials via email rather than in person. In this email, you will receive information relative to health and dental insurance, life insurance, pension, City policies and training and a list of contacts to assist you with any questions you may have as you navigate through the orientation.

## Self-service ID and Deferred Compensation

There are a few items related to your benefits that are not included in this email but are critical.

- **Self-service ID.** You should have received a self-service identification number so that you can enroll in health and dental insurance, make other benefit elections and sign up for direct deposit. If you have not received your self-service ID number yet, please contact Shrea Whitten at [der\\_neo@milwaukee.gov](mailto:der_neo@milwaukee.gov) or 414.286.2944.
- **Deferred Compensation.** You will receive enrollment information sent to your email address of record relative to the City's Deferred Compensation Plan. You can contact the Deferred Compensation staff directly via email: [DEFCOM@milwaukee.gov](mailto:DEFCOM@milwaukee.gov) or phone 414.286.5541. If you do not hear from the Deferred Compensation within five business days of receipt of this email, please contact them directly.

## Time-Sensitive information included in this email

Some of the information contained in the attached folders is time-sensitive; you will note deadlines on the chart below. The attachments are grouped into the following folders:

**City of Milwaukee Policies and Residency Form:** *Anti-Harassment Policy, ADA/AA/WFEA Policy, Workplace Violence Prevention, Receipt of Policy Form and Residency Statement Form\**

**Employee Benefits:** *Employee Benefit Guide\*, EAP Flyer, New Employee Rate Chart, CVP Policy, CVP Form, Employees' Retirement System (ERS) Membership information, ERS Membership application\* and ERS Beneficiary Designation.\**



**General Information:** *Working for the City of Milwaukee Handbook, Absence Analysis Calendar and The Work Number*

**Life Insurance:** *30-page PDF document including forms for completion\**

**Training/Tuition & Employee Self-Service:** *A step-by-step manual on how to enroll in training courses, apply for tuition reimbursement and Self-Service instructions.*

**ITMD:** *Cyber Security Power Point Presentation*

**\*Response required.**

Once you have reviewed each folder, please complete the required forms in order to meet the deadlines listed below. A reference list of contact information is included at the end of this email.

### Deadlines

<b>Health &amp; Dental</b>	Complete self-service enrollment within 30 days after start date
<b>Residence Statement Form</b>	Within 3 business days of start date e-mail completed form to <a href="mailto:der_neo@milwaukee.gov">der_neo@milwaukee.gov</a>
<b>Receipt of Policy Form</b>	Within 3 business days of start date e-mail completed form to <a href="mailto:der_neo@milwaukee.gov">der_neo@milwaukee.gov</a>
<b>Pension (Employees' Retirement System) Beneficiary Designation and Membership application</b>	Complete Pension Membership Application and Beneficiary forms two weeks of start date. <b>Beneficiary forms must be signed by the employee and two witnesses.</b> Fax the original Application and Beneficiary forms, <b>as well as a copy of your social security card,</b> to the ERS at 414.286.8428. Use City of Milwaukee Inter-Office mail to send the original copies of Application and Beneficiary Forms to Employees' Retirement System-attention: Mike Dziuk.
<b>Life Insurance</b>	Read and complete 30-page PDF document. Group Life does not start for a full 6 months after the date of hire. If you choose to use PeopleSoft to enter voluntary life insurance choices, it must be



	completed within 31 days of hire. Paper version is due after 31 days of hire.
<b>Deferred Compensation/Voya</b>	You will receive an automatic enrollment notification letter via email.
<b>Commuter Value Pass</b>	Submit form before the 5 <sup>th</sup> of every month to have the pass by the following month. A payroll deduction will take place.

## Contacts

<b>Benefits Program</b>	<b>Contact Person</b>	<b>E-mail</b>	<b>Phone</b>
<b>Commuter Value Pass</b>	Stephanie Foxworth	<a href="mailto:sfoxwo@milwaukee.gov">sfoxwo@milwaukee.gov</a>	414.286.2178
<b>Deferred Compensation</b>	Beth Conradson Clearly	<a href="mailto:bclearly@milwaukee.gov">bclearly@milwaukee.gov</a> <a href="mailto:DEFCOM@milwaukee.gov">DEFCOM@milwaukee.gov</a>	414.286.2635 414.286.5541
<b>Dental Insurance</b>	Stephanie Foxworth	<a href="mailto:sfoxwo@milwaukee.gov">sfoxwo@milwaukee.gov</a>	414.286.2178
<b>Employee Assistance Program</b>	Cris Zamora	<a href="mailto:czamora@milwaukee.gov">czamora@milwaukee.gov</a>	414.286.3145
<b>Health Insurance</b>	Stephanie Foxworth	<a href="mailto:sfoxwo@milwaukee.gov">sfoxwo@milwaukee.gov</a>	414.286.2178
<b>Life Insurance</b>	Liisa Gary	<a href="mailto:Liisa.gary@cmers.com">Liisa.gary@cmers.com</a>	414.286.8438
<b>Long Term Disability Insurance (LTD)*</b>	Stephanie Foxworth	<a href="mailto:sfoxwo@milwaukee.gov">sfoxwo@milwaukee.gov</a>	414.286.2178
<b>Pension</b>	Mike Dziuk	<a href="mailto:Michael.dziuk@cmers.com">Michael.dziuk@cmers.com</a> <a href="mailto:norm@cmers.com">norm@cmers.com</a>	414.286.3555 414.286.3557
<b>Tuition Reimbursement</b>	Tiffeny Marsh	<a href="mailto:tlhanki@milwaukee.gov">tlhanki@milwaukee.gov</a>	414.286.3650
<b>Employee Relations General Line</b>			<b>414.286.3751</b>

\*LTD Insurance: Employees are eligible for a buy-up after completing six months of employment; new employees will receive an email prior to six months of employment relative to the buy-up plan.

Once again, we are thrilled you chose to work FOR AND ON the City of Milwaukee. Please contact us with any questions you may have.

Sincerely,  
 Department of Employee Relations-Staffing Division  
[staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov)  
 414.286.3751

Rev. 03/05/21

