

MILWAUKEE COUNTY



HR Update

March, 2014

Manage Your Career – Development Planning

The first step to effectively creating a development plan is identifying 1-2 things you would like to improve about your skills or knowledge. If we focus on developing on too many things at once, we end up not really improving much on anything! While you may have a good idea already about what you'd like to improve on or learn more about, talk with your manager to get his/her input. Your manager might have a fresh perspective that will help you determine where to focus.

Perhaps you would like to improve your Excel spreadsheet skills. You might struggle with follow-up or meeting deadlines. Maybe you would like to learn how to more effectively manage difficult customers. Or perhaps you are interested in becoming a better manager. Once you determine your development area, you need to identify specific actions that will lead to your developing in that skill. Click here to see an example of what this type of plan might look like: <http://county.milwaukee.gov/TrainingampDevelopme15708/Employee-Development.htm>.

Last, and very important: review your progress at least once per quarter. Talk with your manager and ask his/her support in your development. Practice what you learned, over and over. Before you know it, you will be ready for the next development opportunity!

Did You Know?



Milwaukee County Deferred Compensation Plan

You and your employees may qualify for the Federal Tax Savers Credit for participating in the Milwaukee County Deferred Compensation Plan?

The tax credit may be as low as 10% or as high as 50%, depending on your adjusted gross income and filing status (e.g., single, married, head of household). Adjusted gross income is your annual income after before-tax retirement contributions are removed. The numbers below represent the adjusted gross income ranges that apply in order to be eligible for this tax credit for the 2014 tax year.

Single Adjusted Gross Income	Head of Household Adjusted Gross Income	Married, Filing Jointly Adjusted Gross Income	Maximum Tax Credit Rate
\$ 0 - \$18,000	\$0 - \$27,000	\$0 - \$36,000	50%
\$18,001 - \$19,500	\$27,001 - \$29,250	\$36,001 - \$39,000	20%
\$19,501 - \$30,000	\$29,251 - \$45,000	\$39,001 - \$60,000	10%

NEED MORE INFORMATION?

FEDERAL TAX SAVERS CREDIT SEMINAR

To learn more about the tax credit and how to schedule a Federal Tax Savers Credit Seminar for your staff, please contact Charmaine Martin and/or Kathy Croak at 223-1921 or via email

Charmaine.martin@greatwest.com or Kathy.croak@greatwest.com

Health Matters Wellness Corner

By this time, you have likely participated in one of the health assessment screenings that have been offered at various County locations. If not, don't worry since there are times still available. Sign up soon! To schedule an appointment go to www.workforcehealth.org/milwaukeecountyschedule. You have until March 21st to complete all necessary steps in order to continue receiving the \$50 medical premium reduction.

Following these screenings, you may be wondering what happens next. Everyone who participated in the health screening will receive a letter from Froedtert Workforce Health to confirm their score from the assessment. As a reminder, if you scored less than 60 you will need to work with a health coach once a quarter in order to keep the premium reduction. All coaching is done telephonically and at times convenient for you.

One reason why health assessments are conducted is to help you become more aware of your health. Maybe through the assessment you found out that you're healthier than you thought or maybe you have a

lot more to work on with your health than you realized. Regardless, everyone who went through the health assessment is more aware of their health status and what they can do to make their health better than before. During the assessment you were asked to set a goal with the health coach and now is the time to start setting the action steps necessary in order to reach your goal. Think about the following questions when beginning to work on your goal:

- * Why is my goal important to me? What will I achieve by reaching it?
- * What are two or three action steps that I need to reach my goal?
- * How will I measure my success?
- * How will I reward myself when I am successful in reaching my goal?

It is ok to start small when working towards your goal. Just focus on taking one step at a time and moving forward. You'll get there!

Green Tip:

Keep air vents clear of paper, files, and office supplies. It takes as much as 25 percent more energy to pump air into the workspace if the vents are blocked.

