



HR Update

September, 2015



The Learning Management System is Here!

Imagine all of your training located in one place. Want to know when you took that safety class? To record an external education or certification? Review an on-line course? How about downloading a PowerPoint that your supervisor shared with your department or creating a pivot table and chart in Excel? Do you want to track your employees' learning?

The Milwaukee County Training and Development Center is the new cloud-based Learning Management System (LMS) for all county employees. It keeps all your data in one system, so that you or your supervisor can manage your learning at any time, from any place! There is an Events Calendar on the home page where you can check and sign up for classes, and there are many online courses that you can take at your convenience at a time and place that is right for you.

The LMS has been rolled out to more than 3,000 Milwaukee County employees, with new departments going live almost every week. For more information on the Milwaukee County Learning Portal, please visit the Training and Development website and access the "[LMS Road Show Demo](#)."

Do you want to know more about the capabilities of the LMS and how it can benefit you? Contact **Andrea Adkins** (278-4337), **Traci Gondek** (278-2067) or **Claire Schuenke** (278- 4938).

Employee Assistance Program (EAP)



Milwaukee County provides a free Employee Assistance Program (EAP) to all employees of Milwaukee County and their dependents. The EAP is a counseling and referral service that provides support for a wide range of challenges that you may be facing. Some common examples include depression, anxiety, stress, substance abuse, workplace problems, grief, and family/parenting issues. The service provides unlimited telephonic counseling, and up to three in-person visits per person, per issue, per year, all at no charge. The services are 100% confidential; Milwaukee County never receives information regarding individual employee use of EAP services. The EAP can be easily contacted 24/7 by phone, at 800-622-7276, or by going online at:

www.livewellandworkwell.com (access code: Milwaukee).

Please contact them anytime you need help with any of life's concerns.

1.5% Pay Increase

Milwaukee County was recently authorized to provide some County employees with a 1.5% raise. Employees who are not elected officials, are not represented by a union (a certified bargaining unit at Milwaukee County), and are not employees of the Behavioral Health Division are eligible for this increase. We have received a few phone calls from employees inquiring about when the raises will take effect. We are currently working with the Comptroller's Office to administer the new raises and are hopeful that you will receive the raises on the **September 10, 2015** paycheck. The raises will be retroactive to June 21, 2015. If you have any questions, please contact your HR Partner.



Training Calendar— September 2015

Training courses offered for the month of September are available. If you would like a course description please visit the training web page at: <http://county.milwaukee.gov/TrainingSessions>

To register for a course, contact: Andrea Adkins (278-4337) or Email:

andrea.adkins@milwaukeecountywi.gov

Training Calendar - September, 2015

Persons with disabilities or requiring special assistance should communicate their needs when registering.

Employee Harassment Awareness	Kosciuszko Park Pavilion 2201 S. 7 th St Milwaukee, WI	Wednesday, September 9 – 10:30 a.m. – 11:30 a.m.
Eat Right and Exercise for Productivity		Wednesday, September 9 – 12:00 p.m. – 1:00 p.m.
Mindfulness for Maximum Productivity		Wednesday, September 9 – 1:30 p.m. – 2:30 p.m.
Stress? What Stress?	Parks Administration Building Lower Level 9480 W. Watertown Plank Road Milwaukee, WI	Thursday, September 10 - 9:00 a.m. – 10:00 a.m.
Basic Investment Education *NEW		Thursday, September 10 - 10:30 a.m.-11:30 p.m.
Employee Harassment Awareness		Thursday, September 10 – 1:00 p.m. – 2:00 p.m.
Team and Group Facilitation *NEW	Medical Examiner's Conference Room 933 W. Highland Avenue Milwaukee, WI	Friday, September 11 —9:00 a.m.-12:00 p.m.
Personality Styles Inventory - PSI		Friday, September 11—1:00 p.m.-2:30 p.m.
Performance Evaluation Workshop	Courthouse Suite 212B	Monday, September 21 –9:00 a.m.–10:00 a.m.
Mindfulness for Maximum Productivity		Monday, September 21 – 10:30 a.m. – 11:30 a.m.
Budgeting and Saving for Retirement		Monday, September 21 – 1:00 p.m. – 2:00 p.m.