

Legislative Human Resources Office (LHRO)

PRESENTED BY: AMANDA JORGENSON
WEDNESDAY, DECEMBER 9, 2020



LHRO Mission

- ▶ It is the mission of the nonpartisan Legislative Human Resources Office (LHRO) to provide high quality human resources related services to the Wisconsin Legislature and the legislative service agencies.
- ▶ Our objective is to:
 - ▶ Aid legislative offices with recruiting, developing, and retaining a high performing and diverse workforce within the Legislature;
 - ▶ Administer payroll and benefit processes, and;
 - ▶ Foster a healthy, safe, and productive work environment, while providing all the necessary training, guidelines, and support required for success.

Our Office

- In February of 2020, our nonpartisan office was broken off from the Senate and Assembly Chief Clerk's Offices, and we became the 6th legislative service agency in the Wisconsin Legislature.
- Our office currently consists of 8 full-time staff & 2 front desk LTE's:
 - Amanda Jorgenson, *Director*
 - Dana Dykema, *Deputy Director*
 - Mark Kaeppel, *Benefit & Payroll Liaison*
 - Lisa Maffet, *HR Section Chief*
 - Heidi Sarnow, *HR Section Chief*
 - Beth Koerber, *Sr. HR Specialist*
 - Judy Duggan, *Sr. HR Specialist*
 - Lisa Runge, *Training Officer*
 - Megan Plamann, *Front Desk LTE*
 - Sidney Dobbins, *Front Desk LTE*

Our HR Services

- ▶ The LHRO looks forward to serving your office with a variety of HR related services, including but not limited to:
 - ▶ **HR and benefit orientations** for new legislators and staff
 - ▶ **Benefits** (questions, open enrollment assistance)
 - ▶ **Recruitment and hiring** (toolkits, assistance, coordination)
 - ▶ **Payroll** (monthly payroll processing)
 - ▶ **Learning and Development** (anti-harassment training, individualized training needs by request)
 - ▶ **Employee Relations** (FMLA requests, reasonable accommodation requests, employee performance reviews (templates/assistance), employee performance management/disciplinary concern consultation and assistance, and harassment/discrimination/retaliation/bullying formal complaint investigation or informal concern assistance).

Contact Us

- ▶ We are only a phone call or email away:
 - ▶ Phone: 608-316-9700
 - ▶ Email: Legislative.HR@legis.wisconsin.gov
 - ▶ Office: 33 E. Main Street, Suite 229, Madison, WI
 - ▶ Internet Site: <https://legis.wisconsin.gov/lhro>
 - ▶ Intranet Site: **COMING SOON!**
- ▶ Office Hours: 8am - 5pm, Monday through Friday

Conclusion and Questions

- ▶ Thank you for your time today.
- ▶ Questions?