

Our MISSION

Here for you

It is the mission of the nonpartisan Legislative Human Resources Office (LHRO) to provide high quality human resources related services to the Wisconsin State Legislature and the attached service agencies.

How we do that

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.

CONTACT US



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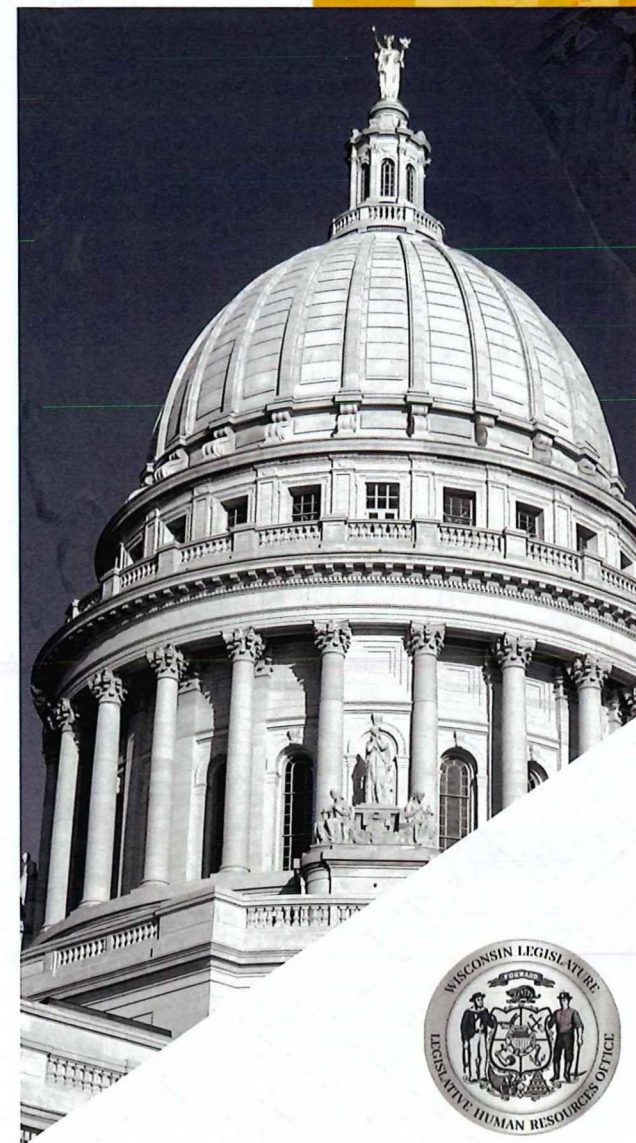
Office

33 E. Main Street, Suite 229
Madison, WI 53703



Visit our new intranet website
LHRO/

(Type LHRO/ in an address bar and hit enter)



LHRO

Legislative Human
Resources Office

Discover what's possible.

Our HR SERVICES

New Legislator or Employee



- HR and Benefit orientations for the legislature (available via e-training, virtual, and/or in-person)
- Policy manual distribution
- TRIO training (timekeeping software)
- Employee Self-Service (ESS) assistance

Benefits



- Annual open enrollment
- Liaison with benefit administrators
- Overall benefit questions

Employee Relations



- FMLA requests
- Reasonable Accommodation requests
- Harassment/Discrimination/Retaliation/Bullying formal complaint investigation or informal concern assistance
- Employee performance reviews templates/assistance
- Employee performance management/disciplinary concern consultation/assistance
- Worker's compensation claim coordination

Recruiting and Hiring



- Recruiting toolkits (for offices that manage their own recruitments but would like templates/guidance)
- Recruitment assistance/coordination (for offices that request LHRO to manage/coordinate their recruitments)
- Hiring coordination (first point-of-contact for hiring requests; creation of employee appointment/hire letters; receipt of requests for and determination of employee salaries, etc.)

Payroll and Taxes



- Monthly payroll processing
- Year-end individual tax information for employees (legislators receive this information from the Chief Clerk's Offices)

Learning and Development



- Anti-Harassment training (required on a session basis)
- Skill development (coming soon)
- Professional development (coming soon)
- Leadership courses and programs (coming soon)
- Training requests (please contact LHRO to discuss training needs)

Meet the TEAM



Amanda Jorgenson
Director



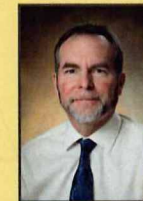
Lisa Maffet
HR Section Chief



Dana Dykema
Deputy Director



Beth Koerber
Sr. HR Specialist



Mark Kaepfel
Benefit & Payroll Liaison



Judy Duggan
Sr. HR Specialist



Heidi Sarnow
HR Section Chief



Lisa Runge
Training Officer