



EMC NEWS

Winter 2016

EMC ELECTIONS | EMC @WORK | WORDS OF WELLNESS

EMC Elections Take Place This Fall



What is the EMC?

In August 2004, Ordinance #99630 established the Employee Management Committee (EMC) to provide a process for management and employees to discuss issues and concerns relating to employment conditions. The Ordinance was amended in June 2006 and continues to provide a process by which employees can serve on the EMC. The Ordinance says that members of the EMC must be elected and serve for three (3) years. In compliance with the Ordinance, it is almost time for employees interested in serving on the EMC to begin filing petitions.

The EMC offers employees an important opportunity to offer input on City policies. Since it began, the EMC has worked on administrative directives about attendance and leave, as well as the revised step pay plan. Subcommittee meetings are also held regularly to discuss City benefits, the City's pay structure and communications.

Who is the EMC?

The EMC is made up of three (3) department directors, the City Manager or her representative, Human Resources staff, employee association representatives, and one employee representative from each of the seven (7) EEO categories. Elected positions as EEO representatives on the EMC can be held by either individual employees or registered employee associations.

How can You Participate?

An election to choose EEO category representatives will be held in October of this year. Representation can be by either a registered employee association or an individual employee. Beginning on July 1st, employees interested in representing their EEO category on the EMC can begin collecting the signatures needed to be placed on the election ballot.

To be placed on the ballot, a registered employee association or individual employee must turn in a petition to the City Clerk's Office with signatures representing a minimum of 10% of the employees in their EEO category. Signatures can be collected from July 1st – September 30th. The official petition will be made available beginning July 1, 2016 on the COSAweb or by contacting your [Employee Relations Business Partner](#).

All full-time, regular City of San Antonio employees in any category holding an election, except those employees covered by meet and confer (Park and Airport Police), can vote. Employees can take up to two (2) hours of City time to vote. *Please note that all activity in support of collecting signatures must be done on your own time.*

TABLE OF CONTENTS

1.....	EMC Elections
2.....	EMC@Work
2.....	EMC Member Spotlight <i>Dee Lim</i>
3.....	Words of Wellness <i>Preparing for a Race</i>
4.....	Find It Here: <i>Employee Relations</i>
4.....	Learn Train Grow: <i>Active Shooter Training</i>
5.....	City Employee Education Fair



Teamwork • Integrity • Innovation • Professionalism

In the coming months, a “Let’s Talk About” publication will be sent out with more information on the elections. If you are interested in learning more about the Election/EMC, please contact Heidi Kluber at heidi.kluber@sanantonio.gov or at 207-8726.

EEO Categories

- Professionals
- Technicians
- Protective Services
- Para-Professionals
- Office/Clerical
- Skilled Craft
- Service/Maintenance



EMC@Work



Since the beginning of the year, the subcommittees have been busy meeting and planning. Here are a few updates:

Policy Subcommittee

The Policy Subcommittee met with Risk Management in January to review proposed revisions to administrative directives, including the following topics: Modified Work Assignment, Workers' Compensation, Alcohol and Controlled Substance Testing, and Driver Safety. Safety Coordinators will be training employees on the policy updates beginning this month, and a new Supervisor Excellence Training module related to Risk Management will roll out later this year.

Compensation (Pay) Subcommittee

The first Compensation subcommittee meeting of the year was held in January and included a review of the distribution of FY 2015 performance evaluation ratings, as well as development of committee priorities for FY 2016. Topics for future meetings include: the impact of proposed changes to the Fair Labor Standards Act (FLSA), which regulates eligibility for overtime; administration of the City's Entry Wage Policy, including the impact on supervisor pay; consideration of performance-based step movement, and the impact on the performance evaluation process; and discussion of the City's market review process, including development of an annual work plan. Future discussion will also focus on education, with a goal of proposing relevant recommendations for consideration in the FY 2017 operating budget.

Communications Subcommittee

The Communications Subcommittee met to discuss content for the current issue of EMC News and will soon meet to determine what topics will be covered in the second quarter issue. Please reach out to your EMC representative with any ideas you have for this newsletter.

Since the EMC focuses on issues affecting all City civilian employees, it is important to offer opportunities for employees to share their feedback and ideas.

There are many ways for you to be heard by the EMC and here are just a few:

Talk to your representative

Each EEO group has one representative on the EMC.

Email the EMC

Send your thoughts and concerns to EMC@sanantonio.gov.

It is important to note that the EMC cannot address issues of individual employees. See your Employee Relations Business Partner for help with individual issues. If your ideas or issues impact all employees, please reach out to your EMC representative.

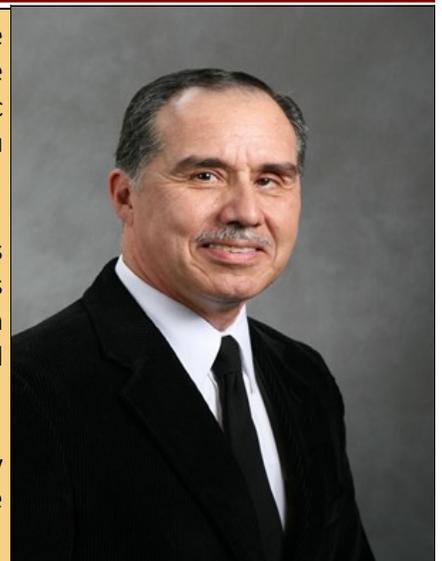
We hope to hear from you soon!



Dee Lim has been with the City of San Antonio since May 1988. In addition to his current position with the Aviation Department, he has also worked in the Public Works and Convention and Visitors Bureau Departments.

Along with his service to the City of San Antonio, Dee served in both the Army and Texas National Guard for a total of 24 years. Over the course of his military career, he was deployed to both the Balkans and to the Middle East. Dee and his wife, Cynthia, have been married for 20 years and have two daughters, Melissa and Jasmine. Melissa is married and has three children, and Jasmine attends San Antonio College.

As a proud San Antonio native, Dee looks forward to working with his fellow City employees and management to help create a better San Antonio. As an EMC member, Dee represents Office/Clerical employees.



Running or Walking a Race? Tips to Prepare for Race Day

Whether you're a seasoned runner or your last memory of running was in high school gym class, here are just a few tips to help you prepare for a race from runnersworld.com. Remember, checking with your doctor before beginning an exercise program is always recommended.



THE WEEK BEFORE THE RACE

Eat what works for you. Your best bet is to eat whatever has worked best for you—that's given you a boost without upsetting your stomach—during your regular weekday runs. Don't eat anything heavy within two hours of the race.

BEFORE THE RACE

Get ready the night before. Lay out your gear and get as much sleep as possible - aim for eight hours.

Don't do anything new. Race week isn't the time to try new shoes, new food or drinks, new gear, or anything else you haven't used on several workouts.

Graze, don't chow down. Rather than devouring a gigantic bowl of pasta the night before the race, which could upset your stomach, try eating carbs in small increments throughout the day before the race.

Put your hands on your bib. The night before the race, lay out your clothes, and if you have your bib, fasten it on. That's the one thing you need at the starting line.

RACE DAY

Limit your sipping. Yes, you need to stay hydrated, but no major drinking 30 minutes before the race begins sip if your mouth is dry or it's particularly hot out. Your best bet is to stay hydrated throughout the day.

Arrive early. Get to the race at least one hour before the start so you'll have time to pick up your number (if you don't already have it), use the bathroom, and warm up.

Don't overdress. It will probably be cool at the start, but don't wear more clothing than you need. Dress for 20 degrees warmer than it is outside.

Line up early. You don't want to be rushing to the starting line, so don't wait for the last call to get there.

Start slow, and stay even. Run the first 10 percent of the race slower than you normally would, with the idea that you'll finish strong. Don't try to "bank" time by going out faster than your goal pace. If you do that, you risk burning out early.

AFTER THE RACE

Keep moving. Keep walking for at least 10 minutes to fend off stiffness and gradually bring your heart rate back to its resting state. Be sure to do some post-race recovery stretches to stretch out your legs, back, and hips.

Refuel. There are usually snacks at the finish line, but what the race provides may not sit well with you. To recover quickly, bring a snack with a combination of protein to rebuild muscles and healthy carbs to restock your energy stores. Consume it within 30 minutes of finishing the race.

Get warm. Change out of the clothes you ran in, and get into dry clothes as soon as possible. After you cross the finish line, your core temperature will start to drop fast, and keeping sweaty clothes on will make you cold.

The next day, get going. As sore as you might feel the day after the race, it's important to do some sort of nonimpact activity like swimming, cycling, or working out on the elliptical trainer. The movement will increase circulation to your sore muscles and help you bounce back sooner. Just keep the effort level easy.

welcome NEWBIES! If you've never run a race before, there's still time to prepare. According to running.about.com, try a run/walk approach. Many runners are surprised that their pace is actually faster when they take a 30-second walking break every mile, rather than trying to run all the way through. A short walk gives your running muscles a break and can provide a huge mental boost. Try it out in training, and then use the strategy on race day by walking for 30 seconds when you hit a mile marker. If you don't want to do timed intervals for walk breaks, you can still work them into your races by walking through the water stop or during the uphill portions. Secondly, don't cram. Don't try to make up for lost training time by running hard or long every day. You still have time for a couple of long or hard workouts before the race, but make sure they're followed by a rest or easy day so your body has time to recover. You'll only wear yourself out or risk getting injured if you try to run long and hard almost every day leading up to the race. Finally, rest the day before. No amount of running you do the day before the race will improve your performance. And if you do too much, you'll pay for it on race day. So just take it easy so your legs are rested and fresh for the race.



FIND IT HERE!

Looking for something on the Employee Website? In every issue of EMC News, we will highlight a specific page of the site and point out where you can find valuable information. The site is accessible from work and home, so if you do not have access to the internet at work, you can always visit the website from any other computer. The Employee Website address is www.sanantonio.gov/EmployeeInformation.aspx.

www.sanantonio.gov/employeeinformation

The screenshot shows the website's navigation menu on the left, including sections like 'EMPLOYEE INFORMATION HOME', 'ABOUT', 'ADMINISTRATIVE DIRECTIVES', 'BENEFITS', 'COMPENSATION & MY PAY', 'EMPLOYEE RELATIONS', 'RETIRED EMPLOYEES', 'TRAINING', 'WELLNESS', 'EVENTS', 'NEWS', 'SA.GOV RELATED SITES', 'EMPLOYEE ACCESS TO SERVICES & INFO (EASI)', 'CAREER CENTER (JOBS)', 'MORE...', 'HELPFUL LINKS', 'BENEFITS PROVIDERS (VENDORS)', 'VIRGIN PULSE PROGRAM', and 'CONTACT HR CUSTOMER SERVICE'. The main content area is titled 'YOUR HR TEAM' and includes a 'HERE TO HELP YOU' section with a link to 'teach your ERBP or HRS', an 'EMPLOYEE RELATIONS BUSINESS PARTNER (ERBP)' section with a list of services, and a 'HUMAN RESOURCES SPECIALIST (HRS)' section with contact information. A 'CONTACT' box at the bottom right of the main content area provides the phone number 210.207.8705.

Get to Know Your HR Team

Each City department has the support of an HR team. Typically it includes an Employee Relations Business Partner and one or more HR Specialists. These teams are dedicated to assisting employees with HR-related matters. From FMLA (Family and Medical Leave Act) and Workers' Compensation to updating your information in SAP and registering you for training classes, your HR team is a valuable resource for information and guidance.

If you're not sure who your HR team is, visit the employee website for a complete list or call HR Customer Service at 210.207.8705. The website also provides a list of the types of assistance the Business Partners and HR Specialists can provide.

Safety in the Workplace

In an effort to keep you as safe as possible in the workplace, the Police Department and Office of Municipal Integrity are hosting Active Shooter Training sessions across City departments.

During this 45-minute training, you are taught how to respond should you find yourself in a situation where an armed individual is at your worksite or anyplace you may be. This session is not intended to cause fear or panic, but simply to provide you with the tools you need to respond and remain as safe as possible until law enforcement arrives.

While this training is available for all employees, those who work in public areas, such as libraries, clinics, or customer service lobbies are strongly encouraged to attend. Please check with your supervisor for session dates, times, and locations. Time to attend this training session will be paid time.

Additionally, please watch the active shooter training video available on the [COSAweb](#). Although this video depicts an employee with a gun in the workplace, City employees are still required to comply with AD. 4.80 Workplace Violence, and are not allowed to possess a weapon while at work. If you have any questions, you are encouraged to visit with your supervisor, [Employee Relations Business Partner](#) or your department leadership. [Click here](#) to read AD 4.80.



City employees listen to SAPD provide information during Active Shooter Training.



new City Employee **education** Fair

Please make plans to attend!

Wednesday, March 2, 2016

2:30—6:30 p.m.

Central Library Auditorium, 600 Soledad

Free three-hour parking in Central Library Parking Garage

LEARN ABOUT

the City's Tuition Reimbursement Program, the City's Training Program, and how to apply for financial aid.

MEET

representatives from local and area educational institutions, including:
 Galen College of Nursing, Our Lady of the Lake University, Palo Alto College, St. Mary's University, Strayer University, Texas A&M San Antonio, Texas Lutheran University, Texas State University, University of the Incarnate Word, UTSA, Wayland Baptist University, and more!

PLAN

your future!
 This information will help you take that next step to earning a degree, learning a new skill, or obtaining a certification.

City employees must attend this event on their own time unless approved by their supervisor.



Check Your Mailbox for the New Tax Form: 1095-C!

If you haven't already received your copy of the new tax form, **1095-C**, be sure to check your mailbox. You'll need this form when filing your 2015 federal income tax return. **Please note that the envelope will read "important tax notice" and will include the City's return address.** The **1095-C** allows you to submit proof of having employer-provided health insurance coverage when you prepare your tax return.

Learn more about this form through a [short video](#) or from our [Frequently Asked Questions document](#). For questions regarding your personal taxes, please contact a professional tax advisor.



Register Today for the CM5k!



STEP UP TO WELLNESS
 — 5K WALK & RUN —

Whether you walk, jog, or run, grab your family and friends and join your fellow City employees and the community at this family-friendly wellness event. [Click here](#) to register for the 9th Annual City Manager's Step Up To Wellness 5k Walk/Run on Saturday, February 27 at SeaWorld San Antonio.

Important Things to Know:

- This event is FREE to City employees. Guests of a City employee only pay a \$7 registration fee.
- Civilian employees can earn 750 HealthMiles by completing the event.
- This event is open to the public.
- Strollers are welcome at the event.

Packet pick-up will take place at the Central Library, 600 Soledad, on Thursday, February 25 from 3 – 8 p.m. and on Friday, February 26 from 10 a.m. – 2 p.m. You may also pick up your packets at SeaWorld on the day of the race beginning at 6 a.m. The race will begin at 8 a.m. – hope to see you there!

****Cool Extra:** You can purchase a SeaWorld San Antonio admission ticket with a picnic voucher and parking ticket for the reduced rate of \$34.09 + tax. Normally, a SeaWorld San Antonio adult admission ticket is \$69. The discounted admission ticket and picnic voucher can only be used on February 27. After the race, SeaWorld will open their gates at noon.