



EMC NEWS

Spring 2016

2017 BUDGET | EMC @WORK | WORDS OF WELLNESS



The fiscal year 2017 budget process has started. This is the time of year when employees and departments have the opportunity to plan for next year and share ideas about what they would like to see included in the budget.

WHEN DOES EVERYTHING HAPPEN?

Throughout this month and next, the City will be asking for input from employees and the community, and the City Council will hold a budget work session on June 8. On August 18, the City Manager will present a proposed budget to City Council. This budget will reflect the input provided by the community, and by you. It will also be in line with City Council's priorities. After the Manager proposes the budget, there will be several community meetings scheduled, giving the community and employees another chance to share their ideas with the City. Once the final budget has been determined, it will be presented to City Council and voted on in September.

HOW CAN YOU SHARE IDEAS?

Last year, the [SASpeakUp](#) campaign was introduced as a way for the City to get more input from the community about how the budget should be spent. The campaign will continue this year with a new survey you can complete to give your feedback. [Click here](#) to take the survey or you can get a copy of the survey from your department's [Employee Relations Business Partner](#). Be sure to encourage your co-workers, family, and friends to also fill out the survey or attend a community meeting. The more feedback the City has, the more City leaders will know what is important to you for next year.

ARE MY IDEAS REALLY CONSIDERED?

Yes, all ideas are reviewed and considered. As a matter of fact, last year, one of the main items the community kept talking about was the need for more money to be invested in streets. City Council adopted a budget that increased spending on street maintenance by \$23 million. There are 832 projects planned, and as of February, 277 of them have been completed. The Transportation and Capital Improvements Department is on track to complete all projects by the end of the fiscal year.

You're a City employee, but remember, you're a member of the San Antonio community, too, and the City wants to hear from you, so during this budget planning season, be sure to *speak up!*

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excellence in all we do

CORE Values

Teamwork • Integrity • Innovation • Professionalism

Reminder...



EMC Elections
will take place
this
October!

Beginning on July 1, employees interested in representing their EEO category on the EMC can begin collecting the signatures needed to be placed on the election ballot.

The official petition will be made available beginning July 1 on the [COSAweb](#) or by contacting your [Employee Relations Business Partner](#).



EMC@Work



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

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!

Benefits Subcommittee

The most recent meeting of the Benefits subcommittee focused on this year's open enrollment period. The committee made several recommendations to the Employee Benefits staff to help make the online screens that employees see when they are choosing their benefits each year more user-friendly. Next steps include arranging a focus group to preview and test the new screens so they can be ready for 2017 open enrollment.

Compensation (Pay) Subcommittee

The Compensation subcommittee met in April. The main topic of discussion was the City's Entry Wage Policy. This represents SEIU's priority for FY 2017. In future meetings, the Fair Labor Standards Act (FLSA), which regulates eligibility for overtime; consideration of performance-based step movement; and the City's market review process, including development of an annual work plan will be discussed.

Communications Subcommittee

During the March meeting of the Communications Subcommittee, it was suggested that we highlight a different Administrative Directive and City department in each issue. You will find these two new features on pages four and five of this issue. Additionally, the committee also discussed a new communication tool—employee texting. Participation in this texting program will be voluntary and will allow employees to receive weather emergency messages, safety alerts, and important reminders about items such as open enrollment. The program is expected to be available this summer. Please reach out to your EMC representative with any ideas you have for this newsletter.



Moises Zuniga has worked for the City since May 13, 1999. He began his career as a Court Officer in the Municipal Court Department, and is currently a Code Enforcement Officer with Development Services.

He earned an Associate of Applied Science Degree in Law Enforcement from San Antonio College. In his spare time, Moises enjoys photography and serving his church, St. Joseph's South San, as a team member for baptism classes and an Office of Victim Assistance for a Safe Environment (O.V.A.C.E.) coordinator. He is married and the proud father of a young daughter.

Moises joined the Service Employees International Union because he has seen the need of his fellow employees for respect, fairness, and a greater voice on the job. He hopes that his service on the EMC will address those needs to support working families and to continue to deliver quality services to the citizens of San Antonio. As an EMC member, Moises represents Para-Professional employees.



FIESTA SAFETY

The 125th Fiesta celebration is upon us, and here are just a few tips to keep you safe during the festivities.

 From our very own San Antonio Police Department, remember to:

- Always plan for large crowds, wait times, and heat-related illness or injury.
- Try to walk away from a conflict at gatherings.
- Parents, prior to leaving home, take pictures of your children. This allows you to share a photo with law enforcement should you become separated from your child during an event. This also opens the communication about what to do if they get lost. Be sure to let them know that if this happens, to find the nearest uniformed police officer to ask for help.
- As always, Don't Drink and Drive.

 The City's Employee Assistance Program (EAP), administered by Deer Oaks, offers City employees (all full-time, civilian employees and uniform Fire Department employees) and anyone living in their household a number of FREE resources including the "Take the High Road Program." Through this program, you can get reimbursed for your cab or rideshare (ex: Uber or Lyft) fare in the event that you cannot drive yourself. This service is available once per year per participant with a maximum reimbursement of \$45.00 (excludes tip). The process is simple, and like all other EAP services, confidential. Just take a cab or rideshare service to get home safely, and then, call the EAP Helpline at 1-866-327-2400 for instructions on how to submit your receipt for reimbursement. It may take up to 45 days to receive the funds.

 Although temperatures are not predicted to be too hot this Fiesta, it is always better to be prepared for warm temperatures, and avoid heat-related illnesses. The Centers for Disease Control and Prevention (CDC) suggest offer the following tips:

- Wear lightweight, light-colored, loose-fitting clothing.
- Protect yourself from the sun by wearing a wide-brimmed hat, sunglasses, and by putting on sunscreen of SPF 15 or higher (the most effective products say "broad spectrum" or "UVA/UVB protection" on their labels).
- Drink more nonalcoholic fluids and do not wait until you are thirsty to drink.
- Do not drink liquids that contain large amounts of sugar—these actually cause you to lose more body fluid.
- Avoid very cold drinks because they can cause stomach cramps.
- Never leave anyone or any pet in a closed, parked vehicle.

Click [here](#) for a complete list of tips from the CDC. Be safe and VIVA FIESTA!



How Health Coaches Can Help YOU

As part of the Employee Wellness Program, both onsite and phone health coaches are available to educate and assist you with developing personal health goals and a plan to meet your goals. Through UnitedHealthcare, three onsite health coaches are just a phone call away — James Williamson (207-9356), Rene Urteaga (207-0103), and Jenny Cavazos (207-9357). All three coaches office at Riverview Towers, but can come to your worksite for one-on-one or group meetings. They are available to:

- offer health education based on your risk factors;
- help you understand your wellness benefits and recommend UnitedHealthcare programs that may help improve your health and health care costs; and
- provide health and wellness classes for a group of employees (weight loss, exercise, nutrition, stress).

If you would rather visit with a health coach only over the phone, just call 1-800-478-1057. Just like the onsite coaches, they can talk with you about your specific needs and help you create a plan for a healthier lifestyle. All information shared with the onsite and phone health coaches is strictly confidential and will not be shared with the City. Please remember that the health coaches are not a replacement for your primary care doctor and you should still schedule an annual wellness checkup.



FIND IT HERE!

Looking for something on the Employee Website or on the COSAweb? In every issue of EMC News, we will highlight a specific page of one of these sites and point out where you can find valuable information. EmployeeInformation.aspx.

COSAweb

Site Coordinators

Site Coordinator Resources

PDF Law Posters - English	PDF La Ley Cartel - Spanish
Communicable Diseases	Enfermedades Contagiosas
E-Verify	E-Verify
Equal Employment Opportunity	La Igualdad de Oportunidades de Empleo
Employee Polygraph Protection Act	
Employee Rights - Fair Labor Standards Act	Derechos del Empleado - La Ley de Normas Justas de Trabajo
Employee Rights for Workers with Disabilities Paid at Special Minimum Wages	
Family and Medical Leave Act FMLA	La Ley de Ausencia Familiar y Médica
Ombudsman Program - Workers' Compensation	Programa de Ombudsman - Compensación para Trabajadores
Right to Work	Derecho a Trabajar
State and Local Government Employee Rights - Fair Labor Standards Act	
Texas Hazardous Communication Act	La Ley de Comunicación sobre Peligros de Texas
Texas Whistleblower Act	
Texas Workforce Commission - Child Labor Laws	Comisión de Fuerza Laboral de Tjajas - Leyes Laborales de Menores
Texas Workforce Commission - Unemployment	Comision de la Fuerza Laboral de Tejas - Desempleo
Uniformed Services Employment and Reemployment Rights Act	
Whistleblower Protection	Compensación Para Trabajadores en Texas
Workers' Compensation	

To find your Site Coordinator, visit this page on the COSAweb and click here.

Department Site Coordinator List

Site Coordinator Training Video

Each City worksite has a designated employee who serves as the Site Coordinator. These individuals are responsible for monitoring and coordinating non-City events, activities, and meetings on City-owned property. Another important role they serve is to post and share information with employees at their worksite.

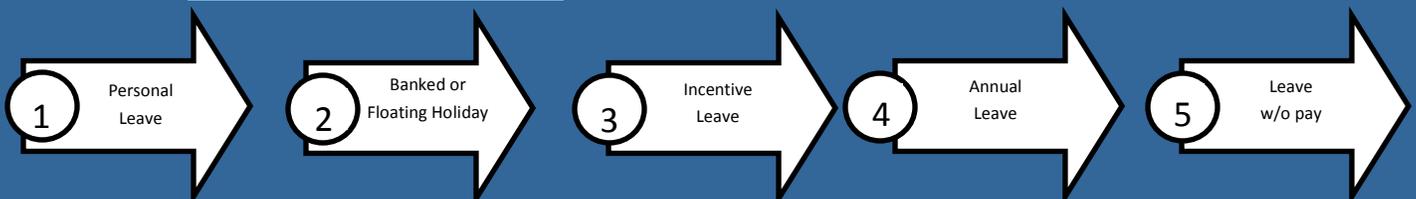
If you are not sure who your site coordinator is, you can find a list on the COSAweb — <http://cosaweb/HR/siteCoord.html>. If you are a site coordinator, this website will also provide you with some helpful information. For more information, see [Administrative Directive 4.45 Worksite Access for Non-City Sponsored Business](#).

City Workplace Reminders

Have you ever heard co-workers talking about taking FMLA or do you know why or when an employee can take this kind of leave? FMLA, also known as the Family Medical Leave Act, is a federal law that provides eligible employees unpaid job-protected leave if they need to be away from work for specific reasons. Examples could be an employee or family member is seriously ill or there has been a birth or adoption of a child.

If you ever think you might qualify for FMLA, please meet with your supervisor or your department's [HR Specialist](#). They can help you through the process of completing the form to request FMLA.

If you do take FMLA, remember that employees will be required to take all paid leave they have available prior to taking leave without pay. The chart below outlines the order in which various leave types will be used. For more information, see [Administrative Directive 4.20](#).



Department HIGHLIGHT:



CITY OF SAN ANTONIO SOLID WASTE MANAGEMENT DEPARTMENT

- Solid Waste Management Department (SWMD) has 676 team members.
- SWMD proudly serves City of San Antonio Solid Waste customers by providing them with many programs and services that effectively and efficiently manage municipal solid waste generated within the city of San Antonio.
- SWMD oversees the City's heavy equipment fleet.
- In Fiscal Year 2016, SWMD will roll out the Pay As You Throw Program to 190,000 residents.
- SWMD operates four bulky waste collection centers, two bush centers, and two household hazardous waste facilities.

FIESTA FACTS:

- Recycling goal for the 2016 Fiesta Parades is 30% - last year 83 tons of garbage was collected by SWMD and TCI, and 24 tons was recycled!
- Specialized recycling containers will be located in certain designated areas during the parades.
- This year, SWMD will have green carts for organic materials located in certain designated areas during the parades.
- To help encourage usage of the fill-up stations at the parades, SWMD will have reusable water bottles.
- For more information about SWMD, [click here](#).

City Employees attend Education Fair at Central Library!



EMC News

City Employee education Wrap-up Fair

The City's first-ever Employee Education Fair drew 119 employees and featured 15 educational institutions along with our benefits and training divisions. During the event, employees had the chance to learn about the City's Tuition Reimbursement program and visit with schools about their classes and degree programs.

If you were unable to attend the fair, and are interested in learning more about the schools that participated, please see the list below. If you want more information about the Tuition Reimbursement program, please visit with your department's [Employee Relations Business Partner](#).

Educational Institution/Contact Information

Concordia University Alejandra Rivas alejandra.rivas@concordia.edu 210-802-7658	Strayer University Joy Hastings joy.hastings@strayer.edu
DeVry University 210-524-5400	Texas A&M San Antonio Henry Cantu henry.cantu@tamusa.edu 210-784-1398
Galen College of Nursing Michael Chavez mchavez@galencollege.edu lrevels@galencollege.edu	Texas State Anni Judkins admissions@txstate.edu ; ej17@txstate.edu
Our Lady of the Lake University Shannon Tijerina sytijerina@ollusa.edu 210-431-4133	University of the Incarnate Word Victoria Cruz vcruz@uiwtx.edu 210-283-6364
Palo Alto College Leandro Esparza lesparza@alamo.edu 210-486-3100	UTSA Tiffani Hoot tiffanihoot@utsa.edu 210-458-4616
St. Mary's University Melissa Romero mromero2@stmarytx.edu 210-436-3126	Wayland Baptist University Beverly Houston houstonb@wbu.edu 210-826-7595 ext 254
St. Philip's College—MLK Campus Ana Lisa Garza agarza2@alamo.edu 210-486-2300	Western Governors University Kolette Palacios kolette.palacios@wgu.edu 512-225-6636
San Antonio College Nick Silva nsilva1@alamo.edu 210-486-0230	

Before the last EMC meeting, the group toured the Fire Division Service Center...



Have
a safe
and
happy Fiesta!