



EMC NEWS

FALL 2018

HEALTH CARE BENEFITS | WELLNESS | RESOURCES

BENEFITS OPEN ENROLLMENT

LIVE WELL.

CHOOSE WELL.



OCT 1-19

Benefits Open Enrollment is here! **Now** through **October 19**, you can make changes to your benefits

without experiencing a Qualifying Life Event (marriage/divorce/birth/adoption/etc.). Make sure you take action during Benefits Open Enrollment; otherwise, **you will be enrolled in the employee-only tier of the medical plan and your dependents will not have medical coverage starting on January 1.**

In addition to enrolling or disenrolling in medical, dental and vision coverage, during Open Enrollment, you can also

- ◆ Enroll and disenroll dependents for 2019
- ◆ Enroll in Health Care and Daycare / Elder Care Flexible Spending Accounts (civilian and uniform - police employees) **Note:** 2018 elections don't roll over
- ◆ Increase long-term disability coverage (civilian employees)
- ◆ Enroll in or increase supplemental life insurance (civilian employees)

Be sure to attend an open enrollment fair to get a **flu shot** and receive in-person assistance with signing up for your 2019 health care benefits: **October 15-19 at the Alamodome.**

Remember to visit our [Benefits Open Enrollment One-Stop Shop](#) for all of your information, including details about our Open Enrollment Sessions. Flu shots will be available at this year's Open Enrollment Sessions, which will be held at the Alamodome, October 15 - October 19.

Contact Human Resources Customer Service at AskHR@sanantonio.gov or 207.8705 if you have any questions.

TABLE OF CONTENTS

1.....	Benefits Open Enrollment
2.....	Wellness—IMMTrac2/Sleep Tips
3.....	Find it Here—Employee Benefits
4.....	VIA Bus Pass/CHOOSE
5.....	UNAM Scholarship/Upgrade

excellence in all we do

CORE Values

Teamwork • Integrity • Innovation • Professionalism

Open Enrollment Session Schedule

- 10/15/18 – Noon to 5 PM
- 10/16/18 – 8 AM to 5 PM
- 10/17/18 – 8 AM to 5 PM
- 10/18/18 – 8 AM to 5 PM
- 10/19/18 – 8 AM to 1 PM

Did You Know?

- Health care premiums (medical, dental, vision, and life insurance) for civilian employees will remain the same in 2019 as they are now.
- To add dependents during open enrollment, contact your [department's Employee Relations Team](#) for an enrollment form.
- To add dependents, you will need to provide dependent validation information.
- If you have other medical health care coverage and wish to waive/decline the City's medical coverage for 2019, you must do so through the enrollment portal.



Metro Health is encouraging employees to consider signing up for the **Texas Immunization Information System (ImmTrac2)** where your information is protected, available to health care professionals, and can be accessed and updated for the rest of your life.



CITY OF SAN ANTONIO
METROPOLITAN HEALTH DISTRICT



Providers

An individual's immunization record is an essential document used throughout his or her lifetime. San Antonio Metropolitan Health District's Immunization Program is working to ensure that the public signs the consent forms for ImmTrac2, so their immunization records can be located easily by any medical provider across the state. According to Texas House Bill 1921, no individually identifiable information may be retained about a person for whom consent cannot be verified. In effect, if you do not provide consent, your immunization information will not be accessible by medical providers or other health care professionals who might need it. Adults are often required to show proof of immunizations in a number of instances such as employment in health care or childcare settings, international travel and college admission. If immunization records are not available, an individual would need to be revaccinated or get laboratory proof of immunization.

According to Texas House Bill 1921, no individually identifiable information may be retained about a person for whom consent cannot be verified. In effect, if you do not provide consent, your immunization information will not be accessible by medical providers or other health care professionals who might need it. Adults are often required to show proof of immunizations in a number of instances such as employment in health care or childcare settings, international travel and college admission. If immunization records are not available, an individual would need to be revaccinated or get laboratory proof of immunization.

How to Sign Up:

- Download the form(s) from sanantonio.gov/Health/HealthProfessionals/ImmunizationRegistry or you can ask your health care provider for one. Adults should complete the form titled Adult Consent Form (F11-13366/English) or (F11-13366A/Spanish) and for minors, parents/guardians should complete the form titled Minor Consent Form (C-7/English) or (C-7A/Spanish).
- Deliver completed forms to your health care provider, fax them to (210) 207-0751 (Attention: ImmTrac2 Team), or mail them to: Immunization Branch, Attn: ImmTrac2 Team, 111 Soledad St., Suite 600, San Antonio, TX 78205

If you have questions, call the San Antonio Metro Health Immunization Program at (210) 207-5071.

Getting a Good Night's Sleep

According to healthline.com, a good night's sleep is incredibly important for your health, just as important as eating healthy and exercising. There are many things you can do to help you get those quality zzz's. Here are some ideas from our Employee Assistance Program (EAP), Deer Oaks (for more ideas, see their October 2018 employee newsletter at sanantonio.gov/EmployeeInformation/Wellness):

- Follow a regular sleep schedule. Go to sleep and get up at the same time each day, even on weekends. Try to avoid napping in the late afternoon or evening, as it may keep you awake at night.
- Develop a bedtime routine. Take time to relax before bedtime each night. Some people watch television, read a book, listen to soothing music, or soak in a warm bath.
- Keep your bedroom dark, not too hot or too cold, and as quiet as possible.
- Have a comfortable mattress, a pillow you like, and enough blankets for the season.
- Exercise at regular times each day, but not within 3 hours of your bedtime.
- Make an effort to get outside in the sunlight each day.
- Be careful about when and how much you eat. Large meals close to bedtime may keep you awake, but a light snack in the evening can help you get a good night's sleep.
- Stay away from caffeine late in the day. Caffeine found in coffee, tea, soda, and hot chocolate can keep you awake.



Looking for something on the City's website? In every issue of *EMC News*, we will highlight specific pages of the site and point out where you can find valuable information.

sanantonio.gov/EmployeeInformation/Benefits

Check out the new and improved benefits overview page. Located on the City of San Antonio Employee Information website, this page is a great way for you to find information about your employee benefits. Divided into six main categories—Benefit Enrollment Guides, Eligibility, Retirement, Benefit Providers, Other Benefits, and Forms—it helps you find valuable benefits information quicker and easier. Remember, you can access this website from work or home.

CITY OF SAN ANTONIO

GET CONNECTED RESIDENTS VISITORS BUSINESS YOUR GOVERNMENT ESPAÑOL

HUMAN RESOURCES DEPARTMENT

sa.Gov Home > Employee Information > Employee Benefits

EMPLOYEE BENEFITS

- EMPLOYEE INFORMATION HOME
- ABOUT >
- ADMINISTRATIVE DIRECTIVES
- BENEFITS >
- COMPENSATION & MY PAY >
- EMPLOYEE RELATIONS >
- EVENTS & NEWS >
- RETIRED EMPLOYEES >
- TRAINING >
- WELLNESS >
- SA.GOV RELATED SITES
- EMPLOYEE ACCESS TO SERVICES & INFO (EASI)
- CAREER CENTER (JOBS)
- MORE...
- HELPFUL LINKS
- BENEFITS PROVIDERS (VENDORS)
- VIRGIN PULSE PROGRAM
- CONTACT HR CUSTOMER SERVICE

Mailing Address
P.O. Box 839966
San Antonio, TX 78283-3966

Physical Address
Riverview Towers Building
111 Soledad, Suite 100

DON'T MISS OUT AGAIN
Earn cash on your next medical procedure.
Member Rewards

CASH IN YOUR POCKET!
Learn how to earn cash through the Member Rewards Program.

 BENEFIT ENROLLMENT GUIDES	 ELIGIBILITY	 RETIREMENT
 BENEFITS PROVIDERS	 OTHER BENEFITS	 FORMS

Connect with the HUMAN RESOURCES DEPARTMENT

QUICK LINKS

 FREQUENTLY ASKED QUESTIONS	 VIDEO LIBRARY	 LEAVE & HOLIDAY SCHEDULE
---------------------------------------	--------------------------	---

FEATURED

NOTICE OF PRIVACY PRACTICES

How your medical information may be used, disclosed, and how you can get access to this information. >

POLICIES & LEGAL NOTICES

Find out more about City policies and legal notices. >

SBCS & PLAN DOCUMENTS

City Workplace Reminders

With mid-term elections taking place in just a few weeks on November 6, and early voting kicking off on October 22, here are just a few things to recall about Administrative Directive 1.2 Political Activity.

- * City employees may vote, express their personal political opinions at a private or non-political public gathering, sign petitions, display campaign materials on their own property, and accept employment as an election or polling judge with the county or federal election authorities.
- * Employees may contribute time to non-City campaigns so long as it's not done during City work time or using City resources.
- * Employees may not participate in the management of a candidate's campaign for any City office.
- * Employees may not wear campaign buttons or distribute campaign literature on City time, in a City uniform, on City property or display campaign materials on any City vehicle.

To review the complete AD, visit sanantonio.gov/EmployeeInformation/Directives



VIA BUS PASS REGISTRATION IS RIGHT AROUND THE CORNER

The City of San Antonio is happy to offer employees the opportunity for a complimentary commute to work! Regular, full-time and part-time employees planning to travel to work on a VIA mainline bus or streetcar can register online for the 2019 VIA Bus Pass Program from November 5—27. You will also have the option of completing a paper form if you do not have computer access at work. More information is coming soon!

Riding the bus is an environmentally-friendly way to travel to and from work. VIA bus passes are for full and part-time employees to assist with transportation to and from work and to and from City facilities during the workday. Using a bus pass is also an environmentally-friendly way to travel. Bus passes are offered at no charge for the first pass; however, replacement passes are \$60 each.

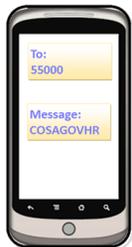


COSAPERKS

There are a few new City employee discounts to enjoy, so visit the [COSAPERKS](#) page of the [COSAweb](#) for all the details. New offers include:

- ♦ Half off season subscriptions to the San Antonio Symphony's 2018-19 season
- ♦ \$200 savings off any test prep study packages from Tutor the People
- ♦ Discount off Spurs tickets for the 2018-19 season

There are also discounts for mobile phone service, computers, apartment rentals, and cryotherapy.



Sign up today to receive text messages from COSAGOVHR! This is a quick and easy way to receive information regarding HR news, career opportunities and emergency alerts. Please note that once you sign up, you may receive up to four (4) messages per month from COSAGOVHR. Messages and data rates may apply. To opt out of this service, text STOP to 55000. If you would prefer to sign up for this service from a computer, just visit messagingtoolkit.att.com/onlineSignup/COSAGOVHR/employees. If you have questions, contact Human Resources Customer Service at 207-8705 or AskHR@sanantonio.gov.

CHOOSE: SAN ANTONIO

We are looking for employees to share their story about why they *chose* to work for the City of San Antonio. These stories will be featured in our ongoing CHOOSE recruitment campaign. Your story could be highlighted in a video or poster that we will use to show others why the City is a great place to work. For more information, email us at AskHR@sanantonio.gov.

CHOOSE: Opportunity
I Choose San Antonio because...

"After landing a job as a Collector in the Solid Waste Management Department and riding on the back of the truck for a few months, I was given the opportunity to obtain my commercial drivers license (CDL) and reach my goal of becoming a Side Loader Equipment Operator. Now, I can better provide for my family."

Enrique Sausedo
Side Loader Equipment Operator,
Solid Waste Management Department

CHOOSE: San Antonio
sanantonio.gov/careers

CHOOSE: Stability
I Choose San Antonio because...

"I chose to work for the City of San Antonio because of the stability it provides. The City offers good benefits, holidays, and opportunities to further your education. I'm a plumber and while at the City, I've been able to earn additional certifications in my field. I have now received all the certifications currently available to plumbers. I enjoy a comfortable work environment and am appreciative of an atmosphere where training is encouraged and provided. I look forward to a long career with the City."

Carolina Martinez
Plumber II,
Aviation

CHOOSE: San Antonio
sanantonio.gov/careers



New 2018/2019 Training Catalog

now available @

sanantonio.gov/employeeinformation/training!

HOLA!
LEARN SPANISH

Did you know you can take Spanish Language Classes at the [Universidad Nacional Autónoma de México \(UNAM\) San Antonio?](http://Universidad Nacional Autónoma de México (UNAM) San Antonio?) All interested employees should complete an online application by **November 9, 2018** at surveymonkey.com/r/2019UNAMSpring

Scholarship Details:

- Open to regular, full-time employees
- Classes are offered at UNAM during the employee's own time
- Scholarship covers the cost of tuition; however, employees are responsible for textbooks which vary in price (\$90.00 - \$199.00) depending on the level of proficiency.
- All applicants will be notified in January, prior to class registration
- UNAM registration is January 8 & 9
- Classes begin January 14

For more information, please call HR Customer Service at (210) 207-8705.

UPGRADE

MEET YOUR NEW ADVISOR!

ELIZABETH VELARDE, MPH

If you have some college credit and have not yet completed your degree or would like to start your college journey, schedule an appointment with Elizabeth today to learn how the **Upgrade Program** can help. Upgrade is a **FREE** service that can help you get on a pathway to earning your degree.



Serving as the City's new Upgrade Advisor, Elizabeth will work with you one-on-one to provide:

- guidance with the financial aid process,
- career advising,
- transfer planning,
- transcript evaluation, and more.

Elizabeth will have office hours at the Central Library (600 Soledad, 78205) every Tuesday and Wednesday from 11 a.m. - 1 p.m. Meetings are by appointment only. To schedule your appointment:

- call or email Human Resources Customer Service at **207-8705** or AskHR@sanantonio.gov, or
- call or email Elizabeth at **207-4522** or evelarde@saedpartnership.org.

Please Note: With supervisor permission, employees can meet with Elizabeth on work time, and any time that falls within their regularly scheduled day will be considered paid time.



We want to hear from you!

Since the EMC focuses on issues affecting all City civilian employees, it's 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 or **Email the EMC**—Send your thoughts and concerns to EMC@sanantonio.gov. It's important to note that the EMC can't 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 look forward to hearing from you!**