



EMC NEWS

Fall 2016

2017 OPEN ENROLLMENT | EMC @WORK | WELLNESS



It's Your Choice

OPEN ENROLLMENT 2017

October 10 - November 4

The clock is ticking, so be sure to enroll in your 2017 benefits this week – Annual Open Enrollment ends this Friday, November 4! If you are a full-time employee, this is the one time of year when you can make changes to your benefits without experiencing a Qualifying Life Event (marriage, divorce, birth or adoption of a child, etc.). During this time, you can also add or drop dependents. These changes become effective January 1, 2017.

All full-time employees must participate in the open enrollment process and enroll or re-enroll for medical coverage, including coverage for your dependents. Those employees who wish to decline or continue declining medical coverage must go online to waive coverage during open enrollment. Failure to enroll or re-enroll online will result in your dependents not having any medical coverage for 2017. Additionally, civilian and Uniform - Police employees who take no action during open enrollment (including those who have previously waived medical coverage) will be enrolled in their respective Consumer-Driven Health Plan option—Consumer Choice or Police-CDHP—at the employee-only tier for 2017.

If you have not done so, visit the Employee Self Service System (ESS) online enrollment portal to sign up for your 2017 health care benefits. While you are there, do not forget to:

- Review** your personalized benefits summary;
- Select** your 2017 benefits (medical – all employees; dental, vision, life insurance, disability coverage – civilian employees) and confirm your dependents;
- Enroll** in your Flexible Spending Account (civilian and uniform-police employees). Your FSA does not carry over from year to year; and
- Finish** the Acknowledgement section. Your enrollment is NOT complete until you finalize the Acknowledgement section of the process.

Visit www.sanantonio.gov/openenrollment or the COSAweb for detailed information about open enrollment, including the 2017 Benefit Matters Benefits Guide, FAQs, and helpful videos. If you have any questions, contact [Human Resources Customer Service](#) at 207-8705.

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excellence in all we do

COREValues

Teamwork • Integrity • Innovation • Professionalism



Beginning in July of this year, employees and employee organizations interested in representing their EEO category on the EMC had the opportunity to participate in an election process. As SEIU Texas was the only organization to submit petitions by the September 30 deadline, an election will not be held. The next EMC election will be held in 2019, as elections are held every three years. Visit <http://www.sanantonio.gov/EmployeeInformation/Relations/EMC> for a complete list of current EMC members.



EMC@Work



Throughout the year, the EMC subcommittees meet and plan on a regular or as-needed basis. 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!

Policy Subcommittee

The Policy Subcommittee met in August to review proposed changes to the leave, attendance and tuition reimbursement policies (ADs [4.2](#), [4.4](#) and [4.77](#)). The committee was pleased to learn about the proposals for Paid Parental Leave and Family Wellness/Education Leave, which were adopted in the FY 2017 budget. The City previously covered maternity leave through our Short-term Disability benefit, but by adding Paid Parental Leave, both birthing and non-birthing parents are now eligible for six weeks of leave for the birth or placement of a child for adoption. All employees were also awarded an additional 24 hours Family Wellness / Education Leave to support employee wellness, as well as parental involvement in children’s education. Additionally, the tuition reimbursement program has been expanded to cover trade certificates that are relevant to City jobs. More information about the revised policies may be found at <http://www.sanantonio.gov/Portals/0/Files/EmployeeInformation/ADs/AD4-4.pdf>.

Benefits Subcommittee

As part of the process to prepare for Open Enrollment, the Employee Benefits division recruited EMC members to assist with testing the online portal for Open Enrollment on October 6. The testing phase allowed for tweaks to be made to the system so that the portal could be as user-friendly as possible for employees when selecting their 2017 benefits. Benefits is very grateful for their support and participation.

Communications Subcommittee

The Communications subcommittee met in August to determine the newsletter content for this current issue. Since our last issue, the subcommittee members helped test the Employee Text Messaging Program, which was launched in September (see page 5 for details). Those employees participating are now receiving important messages each month. Please reach out to your EMC representative if you have ideas for this newsletter.



David W. McCary has been the director of the City of San Antonio’s Solid Waste Management Department since September 2007. His leadership was instrumental in converting to fully automated services for residential recycling, organics recycling, and garbage collection and creating the city’s first Recycling and Resource Recovery Plan titled, “Creating a Pathway to Zero Waste.” Today, San Antonio is recognized for having one of the most comprehensive zero waste programs in the country that is not state mandated.



McCary has 30 plus years of professional experience in the field of solid waste management. He is a liberator and mentor of sanitation workers and leaders around the country. Because of his passion as a leader and mentor, he has advanced the careers of eight mentees who today are municipal directors across the country and overseas. He believes that employees are the greatest asset and that all employees should be empowered to master their craft. “I serve on the EMC because I believe in empowering all employees, and this committee brings true collaboration at the highest level for COSA, my team, and my fellow colleagues.”

Words of Wellness

News from our Employee Wellness Division



DAILY DESKERCISE

What? You've never heard of deskercise? Well, the folks at healthline.com sure have. Basically,

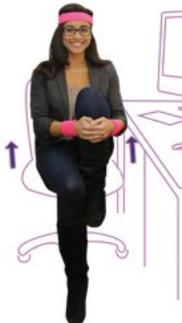
deskercise is a series of stretches you can do at your desk to help avoid pain or stiffness that is sometimes caused by sitting for the majority of your work day. Try a few of these throughout the day and see if a daily dose of deskercise makes a difference. For a full overview of deskercises, visit <http://www.healthline.com>.



THE DAYDREAM:
Gently pull each elbow to the opposite side overhead.



THE CARPET GAZER:
Remaining seated, extend your legs and reach toward your toes for 20 seconds.



THE HALF-BEAR HUG:
Hug one knee at a time, pulling it toward your chest.



THE OLYMPIC DIVER:
Clasp your hands in front of you and lower your head in line with your arms.



THE ALMOST-AEROBICS REACH:
Extend each arm overhead and to the opposite side.



THE HAPPY CHEER:
Clasp hands together above the head, stretching upward.



FIND IT HERE!

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/openenrollment

This page is a one-stop shop for Open Enrollment 2017 where you can find all the tools you need to help you select the best health care options for you and your family.

2017 OPEN ENROLLMENT: OCT. 10 - NOV. 4

It's Your Choice OPEN ENROLLMENT 2017
October 10 - November 4

YOUR BENEFITS OPEN ENROLLMENT ONE-STOP SHOP

2017 OPEN ENROLLMENT TOOLS & RESOURCES

- Civilian Benefits Matters Guide
- Civilian Open Enrollment Brochure
- Guía de Consulta Rápida para Empleados Civiles
- Civilian Open Enrollment FAQs
- Civilian Enrollment Instructions
- Fire Medical Plan
- Police Benefits Matters Guide
- Police Open Enrollment FAQs
- Uniform Policy Booklet/Instructions
- Enroll Here
- Let's Talk About...
- Video
- Local In-Network Pharmacies

COSAweb

This is the City's intranet, COSAweb (meaning you can only access it from a computer at your worksite). It provides many employee resources, including discounts and tickets.

COSAweb

excellence in all we do
COREValues
Teamwork • Integrity • Innovation • Professionalism

Tobacco Cessation

Employee Resources

- Bike Reservations
- Building & Equipment Services
- Deil Employee Discount
- Disability Access Office
- Employee Purchase Programs
- eSurplusSA
- Food Trucks Schedule
- Office Depot Green Book Catalog
- Open Carry and Handgun FAQs
- Sportfest 2016 - NEW
- Tickets & Discounts
- Toner Recycling
- UMAST
- Urgent Care & Convenience Care Clinics

City Workplace Reminders

For those of you who use a mobile phone or smart phone either provided by or partially paid for by the City of San Antonio, Administrative Directive 7.9 is just for you. Below are a few basic guidelines, but please be sure to read the complete policy at <http://www.sanantonio.gov/Portals/0/Files/EmployeeInformation/ADs/AD7-9.pdf>.

- When possible, land-lines, computers, and radio devices should be used to communicate before using your mobile phone.
- Wireless communication should not be considered secure, so please be careful when communicating confidential information. Take steps to prevent vandalism, theft, improper use and unauthorized use of your phone. All devices must have a passcode to lock it.
- The City reserves the right to monitor use of all City-owned mobile phones.
- Department directors are responsible for designating employees to receive City-issued mobile phones or the monthly mobile phone allowance. An eligible employee in a non-Uniform Professional, Managerial, or Executive position shall receive a monthly mobile phone allowance instead of a City-issued mobile phone. All other eligible employees shall receive a City-issued mobile phone.

vertime Rule Changes

The Department of Labor has made changes to the rules governing how overtime is paid that will take effect December 1. According to Fair Labor Standards Act (FLSA), employees are eligible for overtime if their salary is below \$47,476 annually (or \$913 weekly). The rule changes increased the weekly salary from \$455 (\$23,660 annually) to \$913 (\$47,476 annually). The last change to FLSA was in 2004; it added a standard job duties test and increased the minimum salary level.

Employees currently eligible for overtime will not experience any changes. In the City, there are approximately 1,100 employees impacted by the FLSA changes. These employees will receive a letter at their home this month with more information about their specific situation. Additionally, there will be departmental meetings to provide training regarding time tracking and a refresher of Administrative Directive 4.2 Workplace Attendance. A list of frequently asked questions will be available on Human Resources website. Please reach out to your Employee Relations Business Partner if you have any questions.



Book-it to Work on the Bus



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 for the **2017 VIA Bus Pass Program Nov. 7–28, 2016**. Remember, using the bus is an environmentally-friendly way to travel to and from work.

In order to receive a pass for the coming year, you will need to complete and submit your 2017 VIA Bus Pass Program Registration Form online. Once the registration site is open, a link to register will be sent to you via email. If you do not have convenient access to a computer, please ask your department's Employee Relations team for a paper form. Whether you complete a paper form or register online, **please submit only one 2017 VIA Bus Pass Program Registration Form**.

Your department's Employee Relations team will distribute the 2016 bus passes in December / January. There is no charge for the first VIA bus pass issued, but employees must pay a **\$60 fee** for any replacement passes, while supplies last.



HOLIDAY SCHEDULE

FY 2017 Holiday Schedule

Veterans Day – November 11, 2016

Thanksgiving Day – November 24, 2016

Day After Thanksgiving – November 25, 2016

Christmas Eve (observed) – December 26, 2016

Christmas Day (observed) – December 27, 2016

Winter Holiday – December 28, 2016

Winter Holiday – December 29, 2016

New Year's Day (observed) – December 30, 2016

Martin Luther King Jr. Day – January 16, 2017

Fiesta San Jacinto Day – April 28, 2017

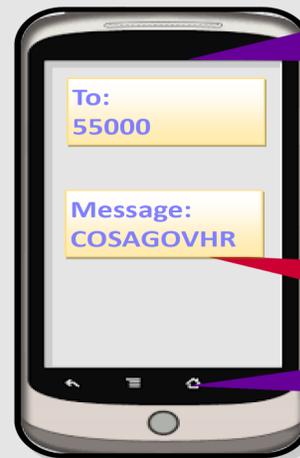
Memorial Day – May 29, 2017

Independence Day – July 4, 2017

Labor Day – September 4, 2017

Note: Most Pre-K 4 SA Department employees will follow a different holiday schedule. For questions about your Pre-K 4 SA Holiday Schedule, contact Employee Relations Business Partner Dominic Morales at 206 -2757.

STAY IN THE KNOW! SIGN UP FOR EMPLOYEE TEXT MESSAGES FROM COSAGOVHR



Your Human Resources Department is bringing important employee-related messages to your fingertips.

TEXT
COSAGOVHR
to 55000
to sign up!

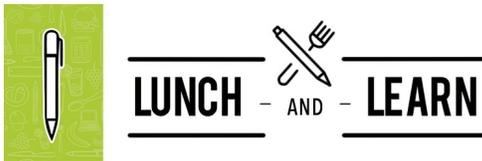
You'll receive emergency notifications and updates on job fairs, your benefits, and more!

If you have questions about the new Employee Text Messaging Program, contact Human Resources Customer Service at 207-8705 or hrcustomerservice@sanantonio.gov. 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 <http://messagingtoolkit.att.com/onlineSignup/COSAGOVHR/employees>.



The new fiscal year is upon us, which means new training classes have been added just for you! Check out the training calendar at <http://www.sanantonio.gov/Portals/0/Files/EmployeeInformation/Training/TrainingCatalog.pdf>. to see which classes are being offered in the upcoming weeks and months. City training courses are **FREE** to employees, vary in length from half to full-day, and cover a wide variety of topics, including technical, general education, supervisory, and professional skills. Please ensure that you have your supervisor's approval before you contact your department's Employee Relations Team to register you for a class. Once you have been registered, you will receive an email with the course location, date, and time. Please note that courses available for registration are on a rolling 90 days and updated at the start of every month. For example, courses taking place from October to December are now open for registration; in November, January courses will be added.

Also, some of our most well-liked training courses have a new home on the campus of the Alamo Colleges University Center. Located at I-35 and Loop 1604 at 8300 Pat Booker Rd. in Live Oak, this facility offers indoor and outdoor break areas, vending machines, a refrigerator and microwave that can be used to store and warm your lunch, as well as lots of free parking. This new location is the go-to place when attending the City's New Employee Experience I, Conflict Management, Owning the Customer Experience, and Cash Handling training classes.



Has going back to college or starting for the first time been on your to-do list? Well get ready! The City, in collaboration with San Antonio College, offers you the opportunity to take public administration courses on your lunch hour that will lead to an associate's degree through the Lunch and Learn Program. **The information session on how to get started in the**

Program will be held at Café College (131 El Paso St.) on Thursday, November 10 from 11 a.m.—1 p.m. This is an opportunity for you to speak with financial aid and registration counselors from San Antonio College. They can also get you all signed up for our upcoming class. If you have any questions, contact the City's Training Team at COSALearningCenter@sanantonio.gov or 207-8705.

Special Instructions for Uniformed Fire Personnel: Currently, these classes are not being offered to uniformed Fire Department personnel who work a shift schedule (i.e., Fire, EMS, and Communications divisions). Uniformed Fire Department employees who do not work a shift schedule must get authorization from their division head in advance. Special Instructions for Uniformed Police Personnel: The scheduling of any classes while on-duty or on special assignment should be approved by a Police Officer's chain of command in advance.



Don't forget, the deadline to spend the dollars in your Flexible Spending

Account (FSA) is fast approaching—December 31, 2016. The rule is "use it or lose it," and you don't want to lose it, so here is a partial list of items that can and cannot be purchased using your FSA card. Visit https://www.irs.gov/publications/p502/ar02.html#en_US_2015_publication1000178885 to view the complete list.

| <i>Generally Permitted Expenses</i> | <i>Non-eligible Expenses</i> |
|-------------------------------------|------------------------------|
| Acupuncture | Babysitting |
| Bandages | Cosmetic Surgery |
| Breast Pumps and Supplies | Diaper Service |
| Crutches | Electrolysis |
| Contact Lens Solution | Hair Transplant |
| Dental Treatment | Health Club Dues |
| Diabetes Care Accessories | Insurance Premiums |
| Eyeglasses | Maternity Clothes |
| Guide Dog or other Service Animal | Nutritional Supplements |
| Hearing Aids | Teeth Whitening |
| Prosthesis | Tooth Brush / Tooth Paste |
| Wheelchair | Veterinary Fees |