



EMC NEWS

Fall 2017

HEALTH CARE BENEFITS | EMC@WORK | WELLNESS



THE CHOICE IS YOURS

2018 Benefits Open Enrollment
October 2nd - 27th

2018 Benefits Open Enrollment is winding down and ends **this Friday, October 27!** This is the one time of year when you can add or drop dependents without experiencing a Qualifying Life Event and make changes to your benefits. If you have not already done so, log into the [Employee Self Service \(ESS\) System](#) at [sanantonio.gov/EASI](#) to select your 2018 benefits and confirm your dependents.

When you're enrolling, remember the following Do's and Don'ts:

- Do** – Log into [ESS](#) to access the open enrollment portal.
- Don't** – Use a web browser other than **Internet Explorer 10** or **Mozilla Firefox** to access the open enrollment portal through [ESS](#). If after trying these internet browser options you are still unable to successfully access the open enrollment portal, contact the IT Help Desk at 207-8888 for assistance.
- Do** – Click on the Benefits Enrollment link once you have logged into [ESS](#) to select your 2018 benefits and confirm your dependents. **Remember, if you wish to continue medical coverage for your dependents in 2018, then you must visit [ESS](#) by October 27 to select the individuals you want to cover.**
- Don't** – Forget to check the boxes next to the names of the dependents you would like to cover in 2018 while you are in the open enrollment portal.

If you are adding dependents, please contact your department's [Employee Relations Team](#) as you will need to complete an enrollment form and provide Employee Benefits with supporting documents, such as a marriage or birth certificate.

Be sure to visit the Open Enrollment one-stop shop at [sanantonio.gov/openenrollment](#) to view or print a copy of the 2018 civilian Benefits Guide, and frequently asked questions, and to watch the Open Enrollment video.

If you have any questions, please contact your department's Employee Relations Team or Human Resources Customer Service at 207-8705 or hrcustomerservice@sanantonio.gov.

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excellence in all we do

CORE Values

Teamwork • Integrity • Innovation • Professionalism

FY2018 Holiday Schedule

Veterans Day (Observed) – 11/10/17
Thanksgiving Day – 11/23/17
Day after Thanksgiving – 11/24/17
Christmas Day – 12/25/17
Winter Holiday – 12/26/17
Winter Holiday – 12/27/17
Winter Holiday – 12/28/17
City Closure (Employee Leave) - 12/29/17
New Year's Day – 1/1/18
Martin Luther King, Jr. Day – 1/15/18
Fiesta San Jacinto Day – 4/27/18
Memorial Day – 5/28/18
Independence Day – 7/4/18
Labor Day – 9/3/18

EMC@Work

Throughout the year, the EMC subcommittees meet and plan on a regular or as-needed basis. Here are a few updates:



Benefits Subcommittee

In the last issue, the Benefits subcommittee was working to transition from UnitedHealthcare and Optum Bank to Blue Cross and Blue Shield of Texas and HSA Bank. Over the last few months, Employee Benefits has worked to address employee questions regarding our new vendors, in particular those employees with Flexible Spending Accounts (FSA). Those employees enrolled in the New Value plan are required to submit proof that purchases made with their FSA are for eligible expenses. For the first few months of the year, if proof was not submitted within a certain amount of time, the FSA card was suspended. That process has now changed and although proof is still required, cards are no longer being suspended and employees can continue using their card without interruption as long as funds are available in their FSA account.

Compensation Subcommittee

The Compensation subcommittee worked closely with Human Resources to revise the Step Pay Plan. Because City Council approved an increase to the minimum entry wage for City employees to \$14.25 per hour, plan changes were necessary because some of the steps in the plan are less than that amount and are no longer needed. Depending on your job and the step you're in, you will be impacted differently, but the great news is that no one is losing any pay—as a matter of fact, most employees on the Step Pay Plan will earn more in 2018. Letters have been mailed to all those employees who are being impacted and department meetings will be held in November to answer any and all questions employees may have.

Policy Subcommittee

As part of the newly adopted FY2018 budget, Administrative Directive 4.77 Tuition Assistance Program has been expanded to include the High School Equivalency Exam (GED) fees. Effective on October 1, 2017, fees associated with successfully completing the GED exam are now eligible for reimbursement. Read all about it at sanantonio.gov/EmployeeInformation/Directives

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!



Jorge A. Pérez oversees the 200 employee Building and Equipment Services (BES) Department, which was created in October 2011 to focus on the efficient management and operation of the City's facilities and its vehicle and equipment fleet composed of over 5,200 units.



His fleet operations responsibilities include the maintenance and repair of light duty and Administrative vehicles and equipment, including the Police Department's fleet. Mr. Perez also provides Executive leadership and management of the city's fleet acquisition and disposition program, with an annual budget of over \$40 million.

During his 37-year career, he has directed and managed building and equipment services organizations and has developed programs that enhanced the efficiency of day-to-day operations of Facilities and Fleet organizations. His experience also includes the effective reorganization and reengineering of facilities and equipment operations functions, and maintenance and operations of numerous types of public and commercial buildings.

Mr. Perez began his career as a Facilities Design Engineer with the U.S. Air Force and eventually served as Chief of Operations and Maintenance at Wilford Hall Medical Center, Lackland Air Force Base, where he was responsible for the day-to-day maintenance and operations of that medical center complex. As Vice President and General Manager of URS Corporation here in San Antonio, he provided engineering and project management consulting services in the areas of air and surface transportation, water resources, drainage, wastewater, environmental, facilities and public infrastructure, as well as logistics management.

Jorge, Thank you for your service to the EMC!



EAP On The Go

An article shared from the Deer Oaks Employee Assistance Program Newsletter

Did you know that you can now access your Employee Assistance Program or EAP with the touch of a button? Thanks to the new iConnectYou app, from Deer Oaks, you can connect with professionals for instant support and help finding resources for you and your family. You can download the app from the App Store or Google Play.

Remember, the EAP is free, confidential, and available to all full-time civilian employees, uniform Fire Department employees, and their household members. Services offered through the EAP are designed to assist you and your family in resolving daily work and life challenges. The EAP can provide up to six (6) personal sessions per issue, with unlimited issues for each household member. For more EAP information, log on to the EAP website at deeroakseap.com, click on the member login tab in the upper right-hand corner of the page, and type in cosa for both the username and password.



BlueCross BlueShield of Texas

Great news! Blue Cross and Blue Shield of Texas (BCBSTX) now offers virtual visits. What are virtual visits you ask? They are an easy way for you to visit with a doctor from the comfort of your own home.

Getting sick is never convenient, and finding time to get to the doctor can be hard, but BCBSTX provides you and your covered dependents access to care for non-emergency medical issues through MDLIVE.

Whether you are at home or traveling, access to a board-certified doctor is available 24 hours a day, seven days a week. You can speak to a doctor or health service specialist immediately or schedule an appointment based on your availability. Virtual visits can also be a better alternative than going to the emergency room or urgent care center.

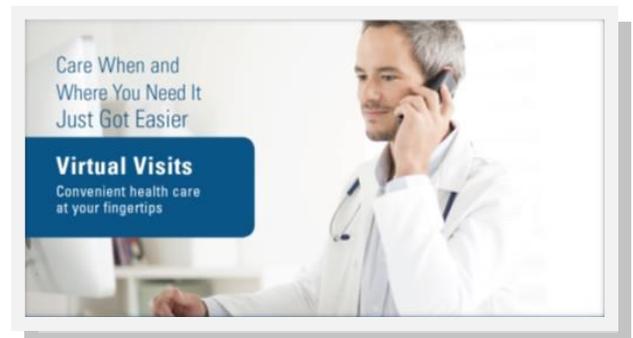
MDLIVE doctors can help treat the following conditions and more:

General Health

- Allergies
- Asthma
- Nausea
- Sinus Infections

Pediatric Care

- Cold/Flu
- Ear Problems
- Pink Eye



You can access MDLIVE by calling 1-888-680-8646, installing the BCBSTX app on your smartphone, or by visiting www.bcbstx.com and creating a profile. Please remember that in the event of an emergency, this service should not take the place of an emergency room or urgent care center. Additionally, MDLIVE doctors do not take the place of your primary care doctor. Proper diagnosis should come from your doctor, and medical advice is always between you and your doctor. Cost for this service will be similar to what you would pay for an in-office visit.



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/EmployeeInformation/Wellness/Programs

This page of the employee website provides you with helpful information about your Employee Wellness Program. You can get information about onsite Health Coaches, Weight Watchers at Work, fitness center discounts, the Employee Assistance Program and more! Check it out today!

If you have a wellness success story that you'd like to share—we'd love to hear it. Email wellness@sanantonio.gov and let us know what you've been doing to improve your overall health and wellbeing.

The screenshot shows a web browser window displaying the City of San Antonio website. The address bar shows <http://www.sanantonio.gov/EmployeeInformation/Wellness/Programs>. The page header includes the City of San Antonio logo and navigation links for Residents, Visitors, Business, Your Government, and Get Connected. Below the header, the page is titled "PROGRAMS & SERVICES" under the "HUMAN RESOURCES DEPARTMENT".

The main content area is divided into three columns:

- Left Column (Navigation):** A vertical menu with links for: 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.
- Middle Column (Programs & Services):**
 - ANYTIME:** Wellness program and services available anytime. Includes icons for Diabetes Prevention/Management, Employee Assistance, Fitness Center Discounts, Healthy Eating, Physical Activity, and Travel/Out Screenings.
 - AT WORK:** Wellness program and services available at work. Includes icons for Employee Health Station, Risk Stratification / Location, and Onsite Health Coaching.
 - Weight Watchers at Work:** A separate icon for this program.
- Right Column (Additional Resources):**
 - Connect with the HUMAN RESOURCES DEPARTMENT (social media icons).
 - CAREER CENTER:** Links for CAREER CENTER, JOB ALERTS, SIGN-IN (NEOGOV), CHECK MY APPLICATION, HELP, and FAQS.
 - WELLNESS:**
 - FIT-FRIENDLY WORKSITE:** A badge indicating recognition by the American Heart Association.
 - FITNESS CENTER DISCOUNTS:** Information about discounts offered by San Antonio health clubs/fitness centers.
 - EMPLOYEE ASSISTANCE PROGRAM (EAP):** A large graphic with the text "EAP help, when you need it." and a list of services: "Are money issues causing you stress? Child leaving for college? Need legal assistance? Contact the Employee Assistance Program today!"

City Workplace Reminders

Have you heard that the Family Wellness & Education Leave policy has expanded? Now, in addition to requesting this leave for annual wellness visits for yourself and your dependents, to attend school events, enroll yourself or your children in school, as of October 1 of this year, you can also request it for volunteer work, pet adoptions, and pet wellness visits. This type of leave is part of Administrative Directive 4.4 Leave Administration and should be requested at least seven days in advance. Remember, you'll also need to provide your supervisor with documentation related to the requested leave. For more details, review the full policy at sanantonio.gov/Portals/0/Files/EmployeeInformation/ADs/AD4-4.pdf.



VIA Bus Passes...If you would like a 2018 VIA bus pass, mark your calendars because online registration will take place from November 6—December 1, 2017. 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!

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.



UPGRADE

If you have college credits and are interested in going back to school, **Upgrade** may be what you're looking for. In partnership with [cafécollege](#) and the San Antonio Education Partnership, Upgrade is a free service that can help you get on a pathway to earning your degree, and Dr. Naomi Garcia is here to help. Serving as the Upgrade Advisor for City employees, Dr. Garcia will work with you one-on-one to:

- ⇒ Understand your options;
- ⇒ Help you find the right college and program;
- ⇒ Explore options for obtaining credit from your work and life experiences;
- ⇒ Guide you in the financial aid process; and
- ⇒ Explore career options.

Here's how you can meet with Dr. Garcia:

- ⇒ Contact Human Resources Customer Service at 210-207-8705 or hrcustomerservice@sanantonio.gov to schedule a 30-minute appointment at Riverview on Wednesdays between 11:30 a.m.—1 p.m.
- ⇒ Contact Dr. Garcia directly at 210-207-4522 or ngarcia@saedpartnership.org to schedule a meeting with her at your department or at Café College, located at 131 El Paso St.

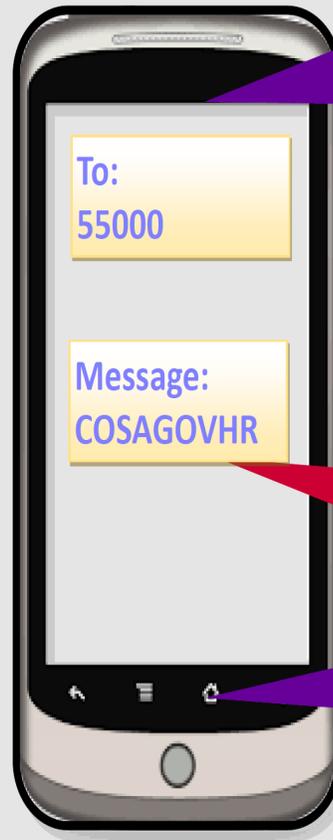
And don't forget, another great City benefit for continuing your education is our Tuition Assistance Program – visit sanantonio.gov/EmployeeInformation/Benefits for all the details!

Remember, with supervisor permission, you can meet with Dr. Garcia on work time, and any time that falls within your regularly scheduled day will be considered paid time.



Dr. Naomi Garcia

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 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 messagingtoolkit.att.com/onlineSignup/COSAGOVHR/employees.



Did you know you can take Spanish Classes at the Universidad Nacional Autónoma de México (UNAM) San Antonio?

If you've ever wanted to learn Spanish, this is the perfect opportunity! Learning another language can help you build your skill set, make you competitive for job opportunities that prefer Spanish-speakers, and allow you to interact and network with other City employees you may not otherwise meet.

All interested employees must be nominated by their department, and should contact their department's Employee Relations Business Partner to be considered for this scholarship.

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 only, employees are responsible for textbooks which can range from approximately \$49.00 - \$169.00 depending on the level of proficiency.
- Spring 2018 Semester Class Registration is January 10 & 11. Department Applications are due November 30.

GED

en Español



That's right, the City of San Antonio offers a Spanish-language GED Prep Course. Completing a GED is not easy, especially if you are more comfortable communicating in Spanish. With this program, you can prepare to take the GED with Spanish-language classes. Since many positions in the City require a GED, earning it can open many new job opportunities for you.

The class is offered at the Universidad Nacional Autónoma de México (UNAM) San Antonio located downtown at 600 Hemisfair Plaza Way. Morning classes are offered January through May from 10 a.m. to 1 p.m., Monday, Wednesday, and Friday, or if you prefer, evening classes are available February through July from 6-9 p.m. Monday and Wednesday.

If you would like to be nominated for a Spanish GED Prep Course scholarship, please contact your Employee Relations Business Partner as soon as possible. Nominations need to be submitted by November 30.

And don't forget, any fees you have to pay to take the GED exam can now be reimbursed through the City's Tuition Assistance Program!