



# EMC NEWS

SUMMER 2018

HEALTH CARE BENEFITS | WELLNESS | RESOURCES

The majority of City of San Antonio employees are on a City health plan, but do we really understand our benefits and how to best use them for ourselves and our families? If you are one of many who may know the basics, but could use some help understanding how they really work, you are in luck. Our Employee Benefits team has arranged a series of educational sessions that focus on various benefits topics.



Representatives from our various providers, such as Blue Cross and Blue Shield of Texas, Davis Vision, and Delta Dental will provide presentations on these topics and be available to answer questions. The following sessions will be held from 11:30 a.m.—12:30 p.m., so feel free to bring your lunch. If you can't make any of the dates listed below, please reach out to your Employee Relations Business Partner about scheduling a session in your department.

Another series will be held in September and will focus on retirement. Representatives from the Texas Municipal Retirement System along with our 457 vendors—ICMA-RC and Nationwide—will be the featured presenters. Keep an eye out for information on dates, times and locations!

When	Where	What
Friday, July 20	Municipal Plaza Bldg. - B-Room	Health Savings Accounts
Monday, July 23	Central Library - Auditorium	Benefits Overview/Q&A
Friday, August 3	Municipal Plaza Bldg. - B-Room	Dental/Vision/Life Insurance
Monday, August 6	Central Library—Auditorium	Dental/Vision/Life Insurance



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Now that the blistering heat of summer has arrived, we need to watch out for our fellow employees, as well as our family members, and keep an eye out for the signs of heat-related illness. High afternoon temperatures coupled with the higher humidity levels don't allow the human body to cool effectively and body temperatures can rise very quickly. Car temperatures on an 80-degree day can rise to above 110 degrees, even with a window cracked. If you see pets or children locked in a car, call 911! Water left in hoses or gutters can reach temperatures in excess of 150 degrees and cause serious burns on the skin of children, so use caution when using a water hose to cool off.

Exertion in warm environments due to work assignments or exercise increases heat production and you may not be able to cool yourself adequately. If a person's internal temperature reaches 104 degrees, major organs begin to shut down and when the temperature climbs to 107 degrees, lethal heat injury occurs. In these circumstances, a call to 911 and rapid cooling is essential.

Heat exhaustion is a heat-related illness that occurs often with dehydration due to water depletion and/or salt and electrolyte loss. Proper hydration with water and sports drinks such as Gatorade/Powerade can prevent such conditions from occurring when one is exposed to high heat and humid environments; salt tablets are not recommended.

Below is a list of preventive measures you can take to avoid heat-related illness, as well as a reference chart of symptoms to look for that could indicate someone is experiencing heat exhaustion or a heat stroke. If you see anyone experiencing signs of heat stroke, call 911 immediately, get the person out of the direct sunlight, start cooling measures with water and fans, and remove excess clothing.

If you have questions regarding your work assignment during periods of extreme temperature or humidity, contact your supervisor for guidance.

Information provided by David Miramontes, MD FAEMS FACEP,  
Medical Director, San Antonio Fire Department

### Heat Illness Prevention Measures:

- ☀️ Pre-hydrate before working or exercising in the heat
- ☀️ Avoid caffeine and products containing alcohol
- ☀️ Avoid smoking or using products with nicotine (they impair blood circulation and sweating)
- ☀️ Cover up with loose, light-colored clothing that is breathable
- ☀️ Cover your head with a wide-brimmed hat and cover exposed neck areas with a moist towel
- ☀️ Avoid exposure to the direct sunlight—use pop-up shelters, tarps, or umbrellas
- ☀️ Wet your head, hair, hat, and neck with water to enhance heat removal by evaporation
- ☀️ Work in areas with good air circulation or use a fan
- ☀️ Delay or postpone work or exercise in high-temperature times of the day
- ☀️ If you have dark yellow or orange urine, you are not drinking enough fluids
- ☀️ Avoid energy drinks as they can contain high levels of caffeine and sugar

HEAT EXHAUSTION	OR	HEAT STROKE
Faint or dizzy		Throbbing headache
Excessive sweating		No sweating
Cool, pale, clammy skin		Body temperature above 103° Red, hot, dry skin
Nausea or vomiting		Nausea or vomiting
Rapid, weak pulse		Rapid, strong pulse
Muscle cramps		May lose consciousness
<ul style="list-style-type: none"> <li>• Get to a cooler, air conditioned place</li> <li>• Drink water if fully conscious</li> <li>• Take a cool shower or use cold compresses</li> </ul>		<h2>CALL 9-1-1</h2> <p>• Take immediate action to cool the person until help arrives</p>
<p>Weather.gov/socialmedia Weather.gov/heat</p>		



# 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.

<https://www.sanantonio.gov/EmployeeInformation>

This is the main page of the City of San Antonio Employee Information website and the easiest way to find information about our **Employee Assistance Program** (provided by Deer Oaks), also known as EAP. When you visit this home page, simply click on EAP down at the bottom right corner and you'll be taken directly to the EAP page. Here you will find valuable information about the many services available to City employees through our EAP. From counseling and legal resources to a safe cab ride home, and Deer Oaks contact information, this and more are available to you right at your fingertips. And remember, you can access this website from work or home.

The screenshot shows the top navigation bar with links for RESIDENTS, VISITORS, BUSINESS, YOUR GOVERNMENT, and GET CONNECTED. Below this is the HUMAN RESOURCES DEPARTMENT header and a search bar. The main content area is titled 'EMPLOYEE INFORMATION' and features a 'LUNCH AND LEARN' section with a lightbulb icon. To the right, there are sections for 'CAREER CENTER', 'WELLNESS', and 'FIT-FRIENDLY WORKSITE'. At the bottom, there is a 'CORE Values' section with the text 'Teamwork • Integrity • Innovation • Professionalism'.

The screenshot shows the 'ANYTIME' EAP page. It features a navigation menu on the left with categories like DISEASE PREVENTION/MANAGEMENT, EMPLOYEE ASSISTANCE PROGRAM, FITNESS CENTER DISCOUNTS, HEALTHY EATING, PHYSICAL ACTIVITY, PREVENTIVE SCREENINGS, TOBACCO CESSATION PROGRAM, VIRGIN PULSE PROGRAM, and AT WORK. The main content area includes a 'DEER OAKS CONTACT INFORMATION' section with a phone number (800.327.2400) and website (www.deeroakseap.com). Below this is a 'HOW WOULD I CALL THE EAP?' section with a list of issues like Grief, Depression, Anxiety/Stress, etc. There is also an 'IMPORTANT LINKS' section with links to EAP Services at a Glance, Seminars for Employees, Seminars for Supervisors, Employee Newsletter, and Supervisor Newsletter.

## City Workplace Reminders

It's time for biennial Ethics Training required for all City employees. For those of you who do not have email access at work, 30-minute training sessions will be held for you throughout this month on Tuesdays, Wednesdays, and Thursdays. If you have not taken this training online or already attended a session, please check with your supervisor for your department's schedule.

## Employee Self Service



## ESS Empowers You With Another New Feature!

In the last issue of *EMC News*, we announced that the Employee Self Service (ESS) portal had expanded its features to include obtaining an employment verification letter and updating your home address. Now, providing your military status is also possible through ESS. San Antonio is Military City USA after all, and we are proud of those who have served. We appreciate the sacrifices that our veterans and their families have made. This new feature in ESS allows you to identify as a military member, veteran or military spouse. Simply visit the site at

<https://selfservice.sanantonio.gov/irj/portal>, enter your username and password (the same ones you use to logon to your work computer), select "Personal Information," click on "Self-Disclosed Military/Veteran Status," and select your status. If you don't know your username and password, contact ITSD Customer Service at 207-8888. All employees are encouraged to update this status – simply select "none" as your status if you are non-military.

Along with this new feature, you can also use ESS to update your primary and secondary emergency contacts, designate your race/ethnicity, self-disclose your highest level of education, check leave balances, request leave, and view your paychecks.

## Back-to-School Reminders



Although it may seem like summer just started, it's never too early to plan for back-to-school season. Here are a couple of reminders to help you and your kiddos get the school year off on the right foot.

- ◇ You can request Family Wellness/Education (FWL) leave to register yourself or your kids for school, attend "Meet the Teacher" and other school-related events, and take them or yourself to annual doctor and dentist appointments. Remember, any FWL leave not used by September 30 will be forfeited.
- ◇ If your children are enrolled in a City health plan, they can receive school immunizations at no cost as long as you stay in-network. Be sure to check with your school to see what vaccines are required and then contact Blue Cross and Blue Shield of Texas at 1-800-521-2227 to speak with a Benefits Value Advisor to find out which in-network providers are convenient for you.



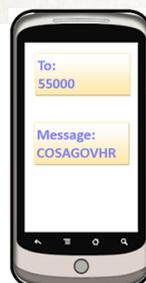
**WEDNESDAY** 2018 8:30 AM  
**AUGUST 15** — TO — 9:30 AM

**ALAMODOME**

100 MONTANA STREET, SAN ANTONIO, TX 78203

CARPPOOLING RECOMMENDED  
**PARKING AT LOT A**  **SEE YOU THERE!**

WEAR YOUR DEPARTMENT SHIRTS AND BE READY TO COMPETE  
FOR THE MOST SPIRITED DEPARTMENT IN THE CITY!



Sign up today to receive text messages from **COSAGOVHR!** Simply text **COSAGOVHR to 55000** to start receiving text messages through our Employee Text Message Program.



Don't forget to check out available training classes at [www.sanantonio.gov/employeeinformation/](http://www.sanantonio.gov/employeeinformation/)

Great Training Info!

Apply by July 31 for Toastmasters!

Do you have a fear of public speaking? If you do, you're not alone. According to *Psychology Today*, 25 percent of people report experiencing it. If you want to conquer this fear, the City of San Antonio is proud to offer an opportunity to join **Toastmasters, International**.

Toastmasters International is a non-profit educational organization that teaches public speaking and leadership skills through a worldwide network of clubs. The City of San Antonio started their own club two years ago and will be accepting applications for the 2018 class until July 31.

**Is there a cost to join?**

The City will pay the one-time, new member fee. If a member meets the attendance and participation requirements, dues will be reimbursed for 6, 12, or 18 months of participation.

**What are the attendance and participation requirements?**

- Complete five speeches every 6 months
- During meetings in which a member is not presenting a speech, it is expected the member will participate in another member role such as Toastmaster, Timekeeper, Grammarian, Evaluator, etc.
- Miss no more than 4 meetings per membership cycle (6 months)
- Excessive cancellations may result in being dropped from the program

**How often do the members meet?**

The Club meets every Wednesday from 3:30 p.m. to 5 p.m. at Café College, Training Room #3 (131 El Paso St, San Antonio, TX 78204).

**Can anyone join the City's Toastmaster club?**

The City's Toastmaster club is a "closed" group. Only full-time City employees may apply to participate. Club membership is capped at 25 participants.

**How can I join?**

Once you obtain your supervisor's approval, simply complete the application by **Tuesday, July 31**. You may complete an online application at [www.sanantonio.gov/employeeinformation/training/toastmasters](http://www.sanantonio.gov/employeeinformation/training/toastmasters) or contact your Employee Relations Business Partner for a paper application. Once completed, it can be bin mailed to Yvonne Zertuche at the Frost Bldg., 100 W. Houston, Office 18.38 or scanned and emailed to [Yvonne.Zertuche@sanantonio.gov](mailto:Yvonne.Zertuche@sanantonio.gov).

**What happens after I submit my application?**

At the close of the enrollment period, a team will review applications and select 25 participants. All applicants will receive notification of final selection.



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](mailto: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!**