



# EMC NEWS

SUMMER 2019

HEALTH CARE BENEFITS | WELLNESS | RESOURCES

## Election Time for EMC Representatives

**T**he Employee Management Committee (EMC) provides a way for management and employees to talk about issues and concerns relating to employment matters. The EMC Ordinance, which was created in August 2004 and amended in June 2006, continues to offer a way for employees to serve on the EMC.

The EMC is made up of three department directors who take turns serving on the committee, the City Manager or representative, Human Resources Director or representative, employee association representatives, and seven Equal Employment Opportunity (EEO) category representatives (see diagram below). The Ordinance requires that EEO category representatives of the EMC are elected and serve for a period of three years.

### Petition Timeline

The position of an EEO representative on the EMC can be held by individual employees or registered employee associations. Any employee interested in representing his / her EEO category on the EMC must turn in a petition to be placed on the ballot to the City Clerk’s Office **no later than 4:30 p.m. on September 30, 2019**, with signatures representing a minimum of 10% of the employees in your respective EEO category (see chart to the right). Petition signatures can be collected from **now through September 30, 2019**. The EMC election will be held in October.

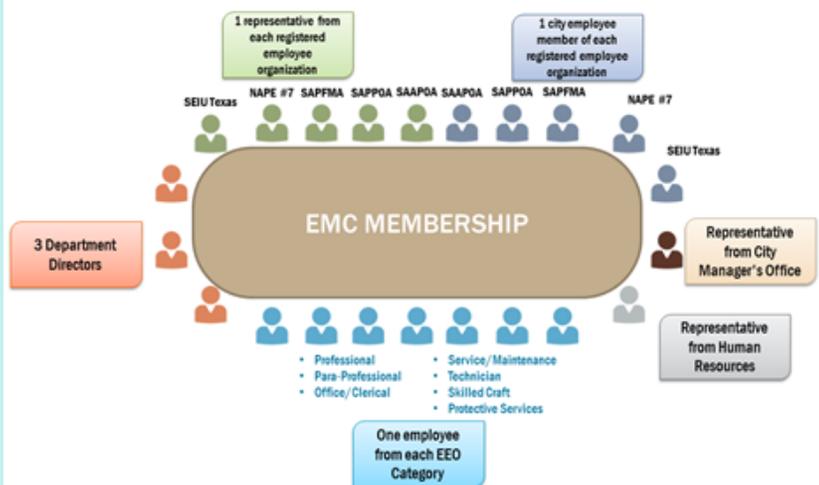
While you may see sample petitions, the **official petition** that must be used is now available on the [EMC page of the Employee Information website](#) or by contacting your department’s Employee Relations Business Partner. Part-time employees, temporary employees, and uniform employees of the Fire and Police Departments, along with all employees covered by Meet and Confer (including Park Police Officers and Airport Police Officers), are not eligible to sign petition forms. More information about the election, including a list of job titles and their EEO categories, is also available on the [EMC Page of the Employee Information website](#). Please note that any work towards the election for the EMC must be done on your personal time.

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EEO Category	Signatures needed for petition
Professionals	184
Skilled Craft	102
Service/Maintenance	87
Para-Professionals	78
Office/Clerical	76
Protective Services	41
Technicians	35

## Who Makes Up The EMC?





## Learn About What the EAP Can Do For You and Your Family

As a full-time or part-time civilian, or uniform Fire Department employee, you have an Employee Assistance Program at your fingertips to help you and your family tackle almost anything life throws your way. Whether you're trying to manage stress, dealing with aging parents or having financial challenges, Deer Oaks is your EAP and they are just a phone call or website click away. Available 24 hours a day, seven days a week, you can access these services by calling 866-327-2400 or visiting [deeroakseap.com](http://deeroakseap.com) (the username and password are cosa and cosa). Please note that all services are completely confidential. Here are just a few ways the EAP can help you.



**Short-term Counseling:** Counseling sessions with a qualified counselor to assist with issues such as stress, grief, marital/family challenges, relationship issues, addiction, etc. Counseling is available via structured telephonic sessions, video, and in-person at local provider offices.



**Advantage Legal Assist:** Free 30-minute telephonic or in-person consultation with a plan attorney; 25% discount on hourly attorney fees if representation is required; unlimited online access to a wealth of educational legal resources, links, tools and forms.



**Advantage Financial Assist:** Unlimited telephonic consultation with an Accredited Financial Counselor qualified to advise on a range of financial issues such as bankruptcy prevention, debt reduction and financial planning; supporting educational materials available; unlimited online access to a wealth of educational financial resources, links, tools and forms (i.e. tax guides, financial calculators, etc.). Consultation around identity theft and recovery is also available.



**Interactive Online Simple Will Preparation:** Create a legally-binding, simple, state-specific will at no cost through a step by step online "interview process." Access this service through the Deer Oaks member website.



**Child & Elder Care Referrals:** Our child and elder care specialists can help you with your search for licensed child and elder care facilities in your area. They will discuss your needs, provide guidance, resources, and qualified referral packets. Searchable databases and other resources are also available on the Deer Oaks member website.



**Take the High Road Ride Reimbursement Program:** Deer Oaks reimburses members for their cab, Lyft and Uber fares in the event that they are incapacitated due to impairment by a substance or extreme emotional condition. This service is available once per year per participant, with a maximum reimbursement of \$45.00 (excludes tips).





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/Training>

Check out the new and improved employee training page. Located on the City of San Antonio [Employee Information website](#), this page is a great way for you to find information about the City's various professional development programs for employees, including GED Prep, Supervisor Excellence Training, Toastmasters, Upgrade, and more. Additionally, a register button is available so you can quickly access the registration site to sign up for your next training class. Remember, you can access this [Employee Information website](#) from work or

**HUMAN RESOURCES DEPARTMENT**  
[sa.Gov Home](#) > [Employee Information](#) > [Training](#)

## TRAINING

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

Training and development are focused on creating and delivering the most impactful opportunities for City employees to reach their career potential. There are several core development principles that serve as the foundation for all learning. Across the City of San Antonio, we:

- Leverage current job assignments as the primary sources of employee development.
- Offer supplemental opportunities to learn professional, managerial, leadership, trade, technical, and language skills through City-wide course offerings.
- Measure capabilities and develop employees based on [City-wide standards](#).
- Provide annual development plans throughout an employee's career.
- Share feedback regularly and recognize and re-enforce performance standards.



### ONLINE TRAINING REGISTRATION

Through Moodle, you can [register online](#) to attend a training class. Be sure to obtain your supervisor's approval before registering. If you have any questions, contact your [Employee Relations team](#).

### ONLINE REGISTRATION TOOLS

- [Online Registration FAQs](#) (PDF)
- [Step-by-Step Online Registration Guide](#) (PDF)



 <b>GED PREP</b>	 <b>LUNCH &amp; LEARN PROGRAM</b>	 <b>SUPERVISOR EXCELLENCE TRAINING (SET)</b>	 <b>SPANISH LANGUAGE SCHOLARSHIP PROGRAM</b>
 <b>TOASTMASTERS</b>	 <b>TRAINING CATALOG</b>	 <b>TRAIN THE TRAINER</b>	 <b>UPGRADE</b>

**MORE INFORMATION**  
 Phone: 210.207.8705  
[Contact the COSA Learning Center](#)

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

Physical Address  
 Riverview Towers Building  
 111 Soledad, Suite 100  
 San Antonio, TX 78205

Phone  
 210.207.8705

Hours  
 Monday - Friday  
 7:45 a.m. - 4:30 p.m.

Although National Safety Month just wrapped up in June, it is always important to become educated about and encourage safe behaviors to avoid preventable injuries. The National Safety Council focuses on reducing leading causes of injury and death at work, on the road, and in our homes and communities. This year, the City of San Antonio's Department of Risk Management is promoting Heat Stress Awareness to keep safety at the top of our minds. In addition to their overall theme of "WATER. REST. SHADE.," our Risk team invites you to watch a brief heat illness prevention video found on their website at [sanantonio.gov/RiskManagement](https://www.sanantonio.gov/RiskManagement). Be sure to check out the other safety resources also available on their website. Stay safe!



## SEIU Texas Enters into Agreement with AFSCME



In December 2018, SEIU Texas designated the American Federation of State, County and Municipal Employees San Antonio, Local 2021 (AFSCME SA) to serve as SEIU Texas's agent for representing their members employed by the City of San Antonio. Based on this agreement, SEIU Texas members continue to pay their dues to SEIU Texas; however, SEIU contracted with AFSCME SA to represent members on any discipline appeal hearings and through the Employee Management Committee (EMC) meetings.

Nationwide, AFSCME has 1.6 million members, making it the largest public sector union in the country. They represent city and county employees in Houston, El Paso and Austin; as well as Texas state employees and retirees.

# STUDENT LOAN

## STUDENT LOAN PAYMENT PROGRAM NOW AVAILABLE!

The City is proud to offer a Student Loan Payment Program to full-time civilian employees and City Council aides. In partnership with our vendor, Tuition.io, those who sign up for the Program will receive a **\$50 payment toward the principal of an eligible student loan**. The City will make this payment directly to your student loan account (loan servicer) each month.

To sign up for this benefit, visit [cosa.tuition.io/register](https://cosa.tuition.io/register) (using Google Chrome) to get started. Once you have successfully registered for the program, monthly payments will be made to your eligible student loan account (loan servicer) for as long as you remain a full-time civilian City employee or City Council Aide. **Note: The payment will begin the month after you sign up for the Program.**

### IMPORTANT THINGS TO KNOW

For full details about the City's Student Loan Program, check out the Let's Talk About and Frequently Asked Questions documents available on the [Employee Information website](#) at below. We have also listed a few key things for you to know about this new program.

- **The City's monthly payments to your student loan account (loan servicer) do not take the place of your regular payments.** You are still responsible for making your monthly minimum student loan payments.
- Loans that qualify for this program include: U.S.-based federal and private student loans that are in your name and were used for your education. **Loans for a spouse or child are not eligible for this Program.**
- The City's monthly loan payment is subject to federal, FICA, local withholding taxes, and TMRS. It will also be reflected on your paystub and W-2.



Join us on July 25 to learn the tips and tricks that can help you advance your career

Take charge of your career advancement by attending the *Career Coach Up!* on **July 25 at the International Center (203 S. St. Mary's St., La Orilla Del Rio Ballroom, 78205)**. Sessions are available on a first-come, first-served basis.

#### *Great Resumes 101*

**When: 11 – 11:30 a.m.**

**What:** Attend this session to learn the ins and outs of crafting a great resume. Be sure to bring your current resume with you. After the session, you will have the opportunity to get your resume reviewed by the experts.

#### *Job Interview Basics*

**When: noon – 12:30 p.m.**

**What:** Job interviews can be scary. Let the Human Resources pros teach you what it takes to ace your next interview. Dust off your interview skills. After the Job Interview Basics session, you can participate in a short, mock interview role play to test out your skills.

**Note:** Employees must seek approval from their supervisor and follow departmental procedures to attend these events. With permission, employees can participate on work time, and any time that falls within their regularly scheduled day will be considered paid time.

The COSAPERKS logo is centered, surrounded by various green icons representing money: dollar bills, stacks of coins, and money bags. The text "Check out the new City employee discounts from Schlitterbahn! Now is the perfect time to enjoy a day of fun in the sun. Discounts are available for admission, season passes, accommodations and more. Just visit the COSAPERKS page of the COSAweb or use this link and follow the directions below—<https://www.schlitterbahn.com/partnerdiscounts>." is positioned to the right of the logo. Below this, the text "The eTicket code is SATX." is followed by a numbered list of six steps: 1. Choose your Park, 2. Select an item to purchase, 3. Enter account info or checkout as Guest, 4. Enter eTicket Code: SATX, 5. Choose tickets and quantities, 6. Add items to cart and checkout.

# WATER. REST. SHADE.

DRINK WATER OFTEN  
REST IN THE SHADE  
REPORT HEAT SYMPTOMS EARLY

CITY OF SAN ANTONIO  
OFFICE OF RISK MANAGEMENT

Call 210.207.7204 or visit [SanAntonio.gov/RiskManagement](http://SanAntonio.gov/RiskManagement)

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. Just text COSAGOVHR to 55000!

**SHARE YOUR THOUGHTS**

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!**

# Lunch & LEARN

## ABOUT YOUR BENEFITS

Come learn about your health care benefits and how to get the most out of them for you and your dependents. Feel free to bring your lunch!

Topics featured in this 2019 Lunch & Learn series include:

- Retirement Savings - TMRS, 457 Plans, and Health Savings Accounts
- Importance of Beneficiaries

When	Where	What
7/9 11:30 AM-12:30 PM	Central Library - Auditorium	Retirement Savings
7/17 11:30 AM-12:30 PM	Municipal Plaza Bldg. - Mezzanine	Retirement Savings
8/6 11:30 AM - 12:30 PM	Central Library - Auditorium	Importance of Beneficiaries
8/14 11:30 AM-12:30 PM	Municipal Plaza Bldg. - Mezzanine	Importance of Beneficiaries

RSVP by calling Human Resources Customer Service at 207-8705.

HUMAN RESOURCES DEPARTMENT