



EMC NEWS

WINTER 2020

HEALTH CARE BENEFITS | WELLNESS | RESOURCES

Meet New Members of the EMC

The Employee Management Committee (EMC) held its elections last fall and the table below lists the new EMC members. EMC members are elected and serve for a period of three years.

The 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.

EMC Member	Category	Organization
Victoria Garcia	EEO	Professionals
Rachel Cavazos	EEO	Para-Professional
Florence Harper-Owen	EEO	Office/Clerical
Ivan Munoz	EEO	Service/Maintenance
Stephen Paez	EEO	Technician
Homero Perez	EEO	Skilled Craft
Elizabeth Rios	EEO	Protective Services
Manuel Serrano	Employee Member of Employee Organization	AFSCME
Alma Cunningham	Employee Member of Employee Organization	NAPE #7
Cresencio Sandoval	Employee Member of Employee Organization	SAPFMA
Robert Jones	Employee Member of Employee Organization	SAPPOA
Roger Tamez	Employee Member of Employee Organization	SAPPOA
Lori Steward	City Manager's Office	HR Director
Renee Frieda	Human Resources Department	Assistant HR Director
David McCary	Department Director	Solid Waste Management
Jorge Perez	Department Director	Building & Equipment Services
Heber Lefgren	Department Director	Animal Care Services
Sheri Van Horsen	Employee Organization Representative	AFSCME
Rudy Rosales	Employee Organization Representative	NAPE #7
Roger Arnold	Employee Organization Representative	SAPFMA
Henry Bassuk	Employee Organization Representative	SAPPOA
Roger Tamez	Employee Organization Representative	SAAPOA

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EMC@Work



Since the beginning of the year, the subcommittees have been busy meeting and planning. Here are a few updates:

Policy Subcommittee

The Policy Subcommittee will be meeting to review Administrative Directive 4.2 Workplace Attendance to determine if any changes are needed or if efforts to educate employees about the policy should be considered.

Compensation (Pay) Subcommittee

The Compensation Subcommittee has met three times this year to begin discussing changes for the Step Pay Plan. The EMC and Comp Subcommittee also reviewed survey questions in advance that City employees are being asked to answer in an effort to collect their feedback for the restructuring of the Step Pay Plan and Performance Pay. The committee expects to meet several more times to discuss and review employee pay options before they are presented as part of the FY 2021 budget. AFSCME submitted a draft Step Pay Plan to the City on February 19 and it will be further discussed during the next committee meeting.

Communications Subcommittee

The Communications Subcommittee met to discuss content for the current issue of *EMC News* and will soon meet to determine what topics will be covered in the next issue. Please reach out to your EMC representative with any ideas you have for this newsletter.

We want to hear from you!

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. Your Employee Relations Business Partner can assist 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!



Meet Victoria Garcia, EMC member representing the Professionals category, and 16-year City employee. Victoria is a Contract Officer & Sustainability Liaison with the Department of Arts & Culture. She has been involved in the arts and culture of San Antonio for the majority of her life and is a strong advocate for artists and arts organizations, from the small

community artist-run collaboratives to the larger institutions. Victoria currently serves on the board of the P.E.A.C.E. Initiative, which has been providing education, training, advocacy, and coalition-building to effectively respond and assist people in domestic violence situations for the past 35 years. As an LGBTQ ally, Victoria serves on the board of the San Antonio Sisters of Perpetual Indulgence, a 501c(3) dedicated to community service, fundraising, outreach, advocacy, and education for safer sex awareness, and to promoting human rights, respect for diversity, and spiritual enlightenment.



Victoria serves on the EMC because as a lifelong activist, she strives to advocate for better working conditions, benefits, and overall quality of life for her COSA colleagues and the community at large.



MEET HIGI—THE NEW HEALTH STATION

Being your healthiest should be easy, rewarding, and even fun. Our Employee Wellness team recently introduced a brand new health station—higi—giving you a free, convenient, and powerful way to understand and track your vitals, access resources, and connect to the care you need. With higi, you have a clearer path to take a more active role in meeting your personal health and wellness goals on your terms.

The higi can help you check and keep track of your pulse, weight, blood pressure, steps, body mass index, body fat and even your gym check-in.

You can find a higi at nine City worksites, including Riverview Towers, Municipal Plaza Building, Brooks City Base, Ron Darner, the Central Library, Public Safety Headquarters, as well as at the Northwest, Southeast, and Southwest Service Centers. You can also find higi at HEB and Sam's Club stores.

KNOW YOUR NUMBERS

And Own Your Health

Available at City work-sites and San Antonio HEB & Sam's Club locations



Now Available At

- Riverview Towers - Municipal Building
- Brooks City Base - Ron Darner
- Central Library - Public Safety Headquarters
- NW Service Center - SE Service Center
- SW Service Center

And In

Any local H-E-B and Sam's Club store



Wellness Sessions

Just a reminder to keep an eye out for information about the monthly wellness sessions coordinated by our Employee Wellness team. This year, the sessions will cover such topics as financial wellness, physical activity, and mental health. There will also be opportunities to meet our Health Coaches during "Lunch with a Health Coach" and "Walk with a Health Coach." Look for flyers on nearby bulletin boards with all the details!



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. This is our employee benefits page where you can find the current benefits guide, a video library, information about retirement, tuition reimbursement, and much more! Remember, you can access this website from any computer.

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

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
San Antonio, TX 78205

Phone
210.207.8705

A new program to help you manage your diabetes.

LIVONGO CONNECTED METER
Let Livongo help you manage your diabetes.

< ● ● ● ● ● ● >

 BENEFIT ENROLLMENT GUIDES	 ELIGIBILITY	 RETIREMENT
 BENEFITS PROVIDERS	 OTHER BENEFITS	 FORMS
 FAQs	 VIDEO LIBRARY	 LEAVE & HOLIDAY SCHEDULE

Connect with the
HUMAN RESOURCES DEPARTMENT



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



Read the Summary of Benefits and Coverage and other Plan documents. >

City Workplace Reminders



Administrative Directive 4.68 Domestic Violence, Sexual Violence & Stalking was established August 1, 2019. This policy is part of the City's commitment to providing a safer and more supportive environment and to the prevention and reduction of the incidents and effects of domestic violence, sexual violence, and stalking at the workplace. The purposes and goals of this policy are to support a workplace that helps prevent violence and promotes healthy relationships for employees and their families; provide immediate assistance and support to victims of domestic violence; and establish procedures to assist employees who are affected by domestic violence. Please visit sanantonio.gov/employeeinformation to read this and all Administrative Directives.

THE HR ROADSHOW

You have a few chances left to catch the HR Roadshow! Human Resources is hitting the road to visit with employees at several City worksites. If you have any questions about your benefits, employee relations, training & development opportunities, or applying for jobs with the City, be sure to visit with the HR team at one of our remaining tour stops. You can learn about HR programs and resources and take an important survey about your pay. Changes are coming to the step pay plan and performance pay, and HR wants to hear from you! Remember, you must have approval from your supervisor and follow departmental procedures to attend this event. With supervisor permission, you can participate on work time, and any time that falls within your regularly scheduled day will be considered paid time.

Tour Schedule

February 27
 Northwest Service Center, 6939
 W. Loop 1604 N. TCI Conference
 Room
 3 - 5:15 p.m.

February 28
 Tool Yard Service Center, 10303
 Tool Yard Assembly Room West
 3 - 5:15 p.m.

March 3
 San Antonio International
 Airport, 9800 Airport Blvd.
 Mezzanine - Conference Room A



**EMPLOYEE
 EDUCATION
 FAIR**

Mark Your Calendars!

5th Annual City Employee Education Fair:

March 24, 11:30 a.m. – 2 p.m., Almodome (Rooms K & L)

PLAN YOUR FUTURE! Join us at the 5th Annual City Employee Education Fair on **March 24** to learn how you can take the next step in advancing your career, earning a degree, learning a new skill, or obtaining a certification. Representatives from various organizations will be on hand to provide you with information about their programs, course offerings, and what you need to do to obtain your GED or associates, bachelor's, or master's degree. ***NEW! A limited number of 15-minute one-on-one career coaching sessions will be available on a first-come, first-served basis from 11:45 a.m. to 1 p.m.*** And last but certainly not least, you can stop by one of the information sessions that will be held during the big event.

City Employee Education Fair – Information Session Schedule

Time	Topic
Session #1: 11:45 a.m. - 12:15 p.m.	Education & Your Career: What's the Next Step?
Session #2: 12:30 – 1 p.m.	Applying for Financial Aid with Upgrade
Session #3: 1:15 - 1:45 p.m.	City of San Antonio's Tuition Assistance (<i>civilian employees</i>) & Student Loan Repayment Programs (<i>civilian employees & City Council aides</i>)

Participants include:

Grand Canyon University | IDEA-U/Southern New Hampshire University | Northeast Lakeview College | Northwest Vista College | Our Lady of the Lake University | Park University | Project Quest Inc. | Regent University | Restore Education | San Antonio College | St. Mary's University | Texas A&M University-San Antonio | University of the Incarnate Word School of Professional Studies | University of Phoenix | Upgrade | University of Texas at San Antonio – Graduate School | Wayland Baptist University | Webster University | Western Governors University



The 2020 Census is just weeks away! Check your mailbox starting March 12 for your invitation to respond from the U.S. Census Bureau. In the meantime, please visit SABexarCountMeIn.org for more information about how to respond, and why a complete population count in 2020 is essential to the future of San Antonio. 5



A TEXTING DRIVER IS **23** TIMES MORE LIKELY TO GET INTO A CRASH THAN A NON-TEXTING DRIVER ¹



IN THE PAST 3 YEARS, MORE THAN **300** COLLISIONS INVOLVING COSA DRIVERS WERE CAUSED BY MOBILE DEVICE USE, OTHER VEHICLE DISTRACTIONS, OR DRIVER INATTENTION. MIXING MOBILE DEVICES AND VEHICLES IS A DANGEROUS PROBLEM, EVEN DEADLY!



DON'T TEXT AND DRIVE
KEEP YOUR EYES ON THE ROAD
USE THE "DO NOT DISTURB" FEATURE

Notes
NOTES
notes

Sign up today to receive text messages from COSAGOVHR. This is a quick and easy way to receive information regarding HR news, care opportunities and emergency alerts. Just text COSAGOVHR to 55000!

VJA Bus Passes Available!!
If you need a VJA Bus pass to get to work or to get to meetings during the day, please come by HR Customer Service. The first pass is free and available for full-time and part-time employees; you just need to show your COSA J.D.!

¹Box, Sherri. New data from Virginia Tech Transportation Institute provides insight into cell phone use and driving distraction, Virginia Tech Daily, July 29, 2019. Retrieved from vtnews.vt.edu/articles/2009/07/2009-571.html.
²Morre, Mark. A disturbing number of people still use cellphones while driving, New York Post, April 17, 2017. Retrieved from nypost/2017/04/17/a-disturbing-number-of-people-still-use-cellphones-while-driving/



You're invited and encouraged to take a brief anonymous survey regarding your pay. Changes are coming to the Step Pay Plan and Performance Pay, and the Human Resources Department wants to hear from you!

Now, through March 3, 2020, using your smartphone, just scan the QR code below that



applies to you—either Performance Pay eligible or Step Pay Plan. If you are unsure, scan the QR code to the right for a list of job titles and corresponding pay plans. For assistance determining your job title, please check with your Employee Relations team.

Performance Pay Eligible

Step Pay Plan

