



# EMC NEWS

Summer 2015

CITY OVERVIEW | EMC @WORK | WORDS OF WELLNESS

## City Overview

In our first issue of *EMC News*, we provided an overview of the EMC, its mission and structure. This issue will offer a look at the City’s mission and how it operates.

## City Mission

We deliver quality City services and commit to achieve San Antonio’s vision of prosperity for our diverse, vibrant, and historic community.

## City Core Values

We are committed to excellence in all that we do, and strive to always demonstrate the City’s Core Values of Teamwork, Integrity, Innovation, and Professionalism.

## City Structure

The City of San Antonio is run by a council-manager form of government. What exactly does that mean, you ask? Think about it like a company where the Board of Directors (in our case the City Council) provides direction to the CEO and all employees, meaning the City Manager and all of us. Basically, this type of structure teams up elected officials with an appointed local government manager to provide a wide variety of City services.

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excellence in all we do



Teamwork • Integrity • Innovation • Professionalism

## City Manager Update



City Manager Sheryl Sculley recently announced several executive personnel and organizational changes within the City of San Antonio.

- **Maria Villagomez** has been appointed Assistant City Manager, effective Oct. 1, 2015. She will oversee Management and Budget, Human Services, Animal Care Services, and Parks & Recreation. Assistant Budget Director **Chad Tustison** will be appointed Interim Budget Director.
- **Edward Belmares** will lead the newly created Tricentennial Office.
- **Lori Houston** has also been appointed Assistant City Manager. Houston will oversee the Convention & Visitors Bureau, Culture & Creative Development, Center City Development, EastPoint, and Historic Preservation.
- **Lori Steward** was appointed Human Resources Director.
- The City’s Intergovernmental Relations, Communications & Public Affairs, Military Affairs, and Open Records Requests offices and functions will be combined into a new Government and Public Affairs Department under the leadership of **Jeff Coyle**.
- Dr. Vincent Nathan has been named interim Health Director.

For your reference, an updated organizational chart showing these changes is available on page 5.



# EMC@Work



With the budget season upon us, the EMC continues to meet regularly with Human Resources staff to discuss the primary issues of compensation and health care.

## Compensation (Pay) Subcommittee

The Compensation Subcommittee established a work plan of topics for review and discussion in FY 2015. Topics included a review of the Language Skills Pay program, Performance-Based Step Movement, Market Surveys, and On-Call Pay. Initial discussions have been completed on Language Skills Pay, Performance-Based Step Movement, and Market Surveys, and will continue throughout the year. In addition to reviewing the On-Call Pay Policy, upcoming meetings will include finalizing and prioritizing any recommendations to the full Employee Management Committee.

## Benefits Subcommittee

The Benefits Subcommittee remains committed to better understand employee healthcare and make recommendations to improve. The subcommittee was presented an overview of the Employee Benefits Insurance Fund. In addition, Buck Consultants, the city's benefits consultant was also available to provide insights on network trends and other benefits design considerations for FY 2016.

## Communications Subcommittee

The Communications Subcommittee continues to work to develop ideas to enhance employee communication. This includes designing a flyer with a special QR code that can be posted in City departments that would allow any employee with a smart phone to scan the QR code and instantly be connected to the EMC Newsletter. Understanding that not all employees have access to e-mail or the internet at work through a work computer, this is just another way to make this newsletter available to as many employees as possible.

Since the EMC focuses on issues affecting all COSA civilian employees, it is important to offer opportunities for employees to share their feedback and ideas.

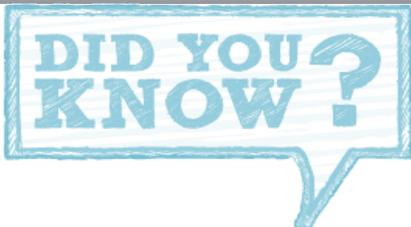
There are many ways for you to be heard by the EMC and here are just a few:

**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](mailto: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!**



**Did you know...** the City of San Antonio has a Tuition Assistance Program in place? This benefit offers employees tuition assistance to continue their educational and professional development. This program is open to all full-time, regular City employees, excluding those covered by collective bargaining agreements.

The types of courses covered under this program include:

- Undergraduate and graduate courses for which a non-pass/fail letter grade is awarded and which leads to a degree from an accredited college and university.
- Undergraduate and graduate courses taken from an accredited college or university not as part of a degree program or for which a non-pass/fail letter grade is not awarded. Such courses must be related to the employee's job.
- Correspondence courses. Such courses must be related to the employee's job.

All details about this program can be found on the Employee Website at [www.sanantonio.gov/EmployeeInformation/Benefits/OtherBenefits.aspx](http://www.sanantonio.gov/EmployeeInformation/Benefits/OtherBenefits.aspx).

# Words of Wellness

## News from our Employee Wellness Division

Are money issues causing you stress? Child leaving for college? Need legal assistance? If so, the Employee Assistance Program (EAP) may be able to help.

The City of San Antonio provides a comprehensive Employee Assistance Program (EAP) through Deer Oaks to all full-time civilian employees, uniform Fire Department employees, and their household members. The service is free and offers a variety of services, which are designed to assist you and your family in resolving daily work and life challenges that may be affecting your well-being. All services provided by Deer Oaks are confidential and HIPAA-compliant.

Deer Oaks services are available to employees for both personal and professional use. The EAP can provide up to six (6) sessions per issue, with unlimited issues for each household member. The EAP is for short-term counseling use.

For more information about EAP, please visit the Employee Website at <http://www.sanantonio.gov/EmployeeInformation/Wellness/Programs/Anytime.aspx#143001096-employee-assistance-program> or call Deer Oaks at 866-327-2400.

Let's be honest, summertime in the San Antonio area is HOT!! That's why the Employee Wellness Program encourages employees to be proactive when working outdoors this summer season. Whether you're landscaping one of the City's parks, repairing a pothole, rounding up stray animals, or enforcing the City's parking policies, the following guidelines, **provided by the Center for Disease Control**, can help you prevent heat-related illnesses.

- Drink more fluids, regardless of your activity level. Don't wait until you're thirsty to drink.
- Don't drink liquids that contain large amounts of sugar—these actually cause you to lose more body fluid. Also, avoid very cold drinks, because they can cause stomach cramps.
- When being physically active outside, drink two to four glasses of cool, nonalcoholic fluids each hour. A sports beverage can replace the salt and minerals you lose in sweat. Warning: If you are on a low-salt diet, talk with your doctor before drinking a sports beverage. Remember the warning in the first "tip" (above), too.
- Protect yourself from the sun by wearing sunglasses and by putting on sunscreen of SPF 15 or higher—the most effective products say "broad spectrum" or "UVA/UVB."



Be sure to practice these safe tips even when you're not at work and enjoying the summer sun with family and friends.



*Thank you  
for your service!*

This year's Employee Service Recognition event will be held on Saturday, October 3, 2015 at SeaWorld San Antonio. The City recognizes service anniversaries at each five-year milestone—5, 10, 15, 20, 25, 30, 35, 40, etc.—so, if you are reaching one of these anniversaries this year, you should have already received an invitation to the event.

You are invited to bring one adult and two child guests with you at no cost. The celebration will be held rain or shine and promises to be a fun-filled day with food, rides, animal shows, and visits with many City friends and co-workers. All the details are included in the invitation and posted on the COSAweb.



# FIND IT HERE!

Looking for something on the Employee Website? In every issue of EMC News, we'll highlight a specific page of the site and point out where you can find valuable information. The site is accessible from work and home, so if you do not have access to the internet at work, you can always visit the website from any other computer. The Employee Website address is <http://www.sanantonio.gov/EmployeeInformation.aspx>.

## TRAINING

- 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
- CONTACT HR CUSTOMER SERVICE

Training and development within the City of San Antonio is focused on creating and delivering the most impactful opportunities for employees to reach 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.



In support of our development strategy, training and development will focus on skill building in the following areas:

- Professional
- Supervisory, Management, and Leadership
- Trade
- Technical
- Language

Interested in earning your GED?

Find all the details here. [including dates, time, and locations of classes, can be found on the COSAweb \(City's](#)

To register for a class, please obtain your supervisor's approval to attend the class before you contact your department's Human Resources Specialist.

### MORE BENEFITS

Find out more about [other benefits](#): VIA Bus pass and Tuition Assistance.

### OVERVIEW

- [CORE Ambassadors](#)
- [GED Program](#)
- [Lunch & Learn Program](#)
- [Supervisor Training](#)
- [Training Catalog](#)

Do you want to recognize a fellow co-worker? Learn about the City's employee recognition program from your department's Core Ambassador.

Learn about all the training classes offered by the City, including times, dates, locations and class descriptions through the Training Catalog.

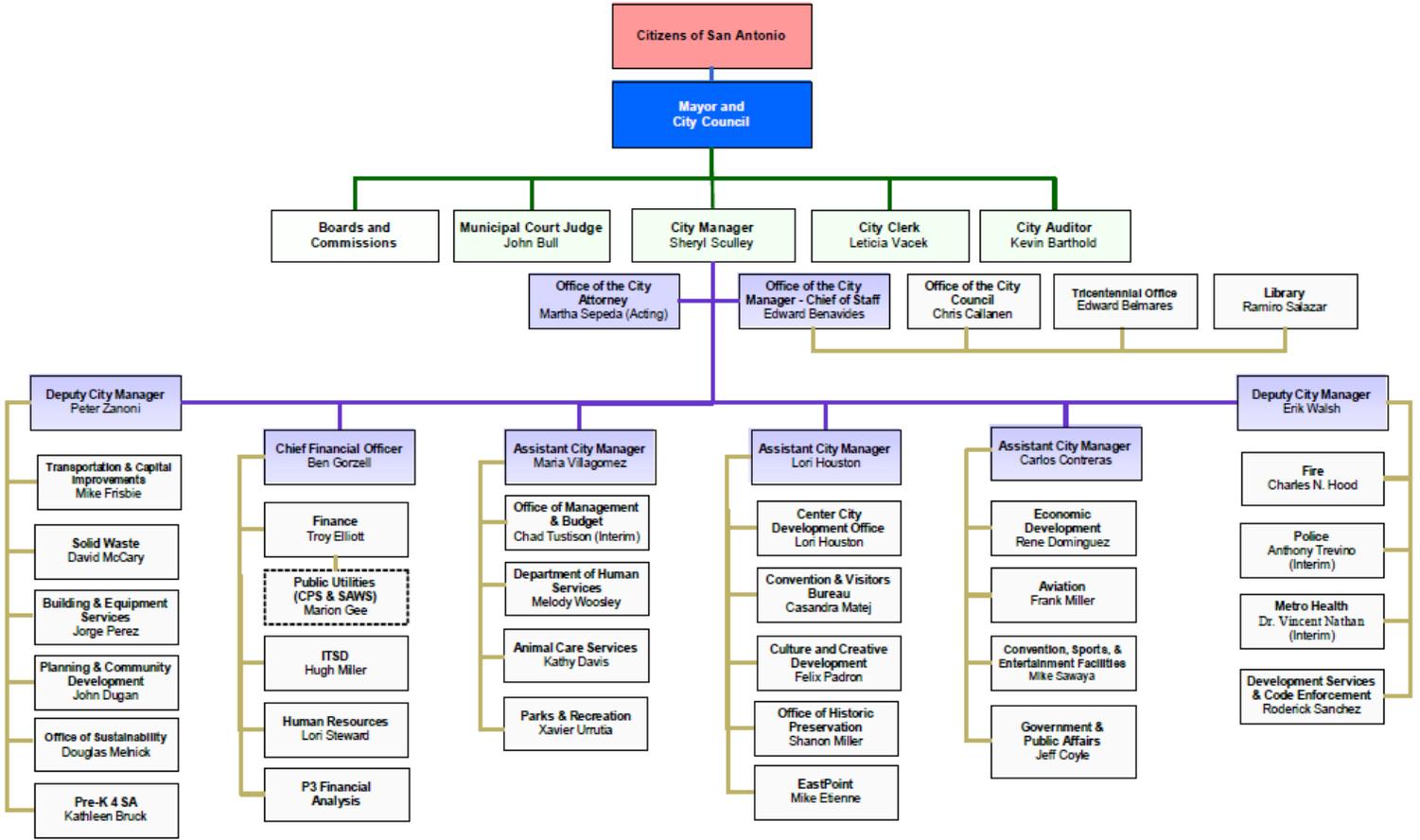
Mailing Address



As we all know, budget time is here and this year, the Office of Management & Budget (OMB) has introduced "Speak Up San Antonio," a campaign to encourage the community to tell the City what is important to them for the 2016 City budget. You are not

only a City employee, but most of you are also San Antonio residents, too, and OMB wants to hear from you. There are a few ways you can share your ideas for the City budget, including posting a video clip to social media explaining which City service you love and why. You can also submit your thoughts about the budget online at [SASpeakUp.com](http://SASpeakUp.com)—it's quick and easy!

In addition, if you would like to invite someone from the OMB to come to your worksite, or you have a group of friends or family who want to offer their input, please call the OMB at 207-8360 to schedule a day and time for an in-person meeting—the OMB will come to you.



*City of San Antonio Organization Chart Effective October 1, 2015*