



EMC NEWS

Fall 2015

OPEN ENROLLMENT | EMC @WORK | WORDS OF WELLNESS



2016 Open Enrollment ends November 6!

Annual employee benefits open enrollment ends on November 6! Remember, this is the one time of year when you can make changes to your benefits without experiencing a Qualifying Life Event (marriage, divorce, birth or adoption of a child, etc.). Your benefit selections will become effective on January 1, 2016.

Employees who wish to continue medical coverage for a dependent(s) in 2016 must visit the [Employee Self Service \(ESS\)](#) enrollment portal by November 6 to select the eligible dependent(s) you wish to cover. You can also add dependents by contacting your [department's Employee Relations team](#) or drop dependents through the enrollment portal at this time, too. Individuals who are currently enrolled in one of the City's medical plan options and who take no action during open enrollment will automatically be enrolled in their existing medical plan at the employee-only tier for 2016. This means that your **dependents will not have medical coverage beginning on January 1.**

Even if you are enrolled at the employee-only tier and will have the same coverage next year, it is still important to go online and enroll. While you are logged into the ESS enrollment portal, you can:

- Update your contact information;
- New – update your privacy elections;
- Select your preference for receiving your Form W-2;
- Review your 2015 benefits summary, including your dependents;
- Select your 2016 benefits and confirm your dependents;
- Print your 2016 benefits confirmation statement and save it for your records.

And, do not forget to Complete the Acknowledgement section to finalize your selections.

Visit the [open enrollment one-stop shop](#) for detailed 2016 benefits information—see page 4. If you have any questions or concerns regarding this information or during open enrollment, contact your Employee Relations Business Partner or [Human Resources Customer Service](#) at 207-8705.

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excellence in all we do

COREValues

Teamwork • Integrity • Innovation • Professionalism





EMC@Work



As we near the end of 2015, it seemed like the perfect time to share the EMC's accomplishments over the last year.

This year, the EMC worked to enhance employee communication for those without computer access. The Committee recommended that an EMC newsletter be published and further recommended the use of QR codes that may be scanned on their personal smart phones and link to the new EMC Newsletter. These recommendations have been adopted and as a result, three issues of *EMC News* have been produced and made available to employees.

Additionally, the EMC heard and discussed strategies to keep the cost of employee benefits premiums low, as well as provided employee input on compensation for City employees throughout the FY 2016 budget process. The EMC also provided input on the new Supervisor Excellence Training to help new supervisors learn the skills they need to be good supervisors and managers.

Finally, the EMC worked with the Human Resources Department to make changes to Administrative Directives, including: (1) ensuring attendance is tracked fairly and consistently across the City according to AD 4.2 Workplace Attendance, so employees can schedule leave, as needed; (2) recommended changes to AD 4.11 Coaching and Discipline; and (3) provided feedback to AD 4.4 Leave Administration.

The EMC will continue to meet regularly with the Human Resources Department to keep important issues that impact employees at the forefront of discussion and innovation. If there are any topics you wish to see covered in *EMC News*, through other forms of employee communication, or discussed by the EMC, please email us at EMC@sanantonio.gov.

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.

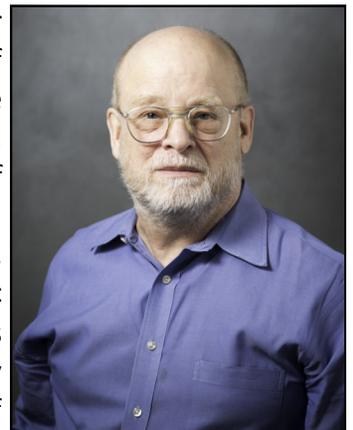
It is important to note that the EMC cannot address issues of individual employees. See your Employee Relations Business Partner for help with individual issues. If your ideas or issues impact all employees, please reach out to your EMC representative.

We hope to hear from you soon!



to the EMC

The EMC would like to welcome new member Dexter Katzman. Dexter has been with the City of San Antonio since February 2, 2009 when he began work as manager of the Henry A. Guerra, Jr. Branch Library. He works with 13 other staff members to provide library information, programs, and services. Between 1989 and 2009, he worked in public, special, and academic libraries in Wisconsin, New Mexico, and Texas. As the representative for all professional City



employees, he is motivated to listen, discuss, and represent the interests and concerns of this group as an active member of the EMC.

Urgent Care vs. Emergency Care—Which is it?

Sometimes, when an injury or illness occurs, it can be difficult to determine if you need emergency attention or if a visit to an urgent care clinic is your best option. This basic guide can help you answer the question, “urgent care or emergency care?”

At times, you may need care fast, but if your primary care physician is unavailable, you may want to try an in-network urgent care center or retail health clinic. Chances are you will not have to wait as long as at the emergency room. You may pay less, too.

It is common for an emergency room to be connected to a hospital, but recently, some newer emergency care facilities are stand-alone buildings and look very similar to urgent care centers. A couple of simple and easy tips to ensure you are at the right type of facility to meet your needs include:

- checking the signs on and around the building before walking in,
- asking a receptionist or employee, or
- calling ahead, if possible.

Doing any one of these things to ensure you are at the right place could save you time and money.

For a list of in-network urgent care and emergency care facilities, visit myuhc.com.

URGENT	OR	Emergency
<p>A condition that requires immediate care but is not life-threatening</p> <p>Common sprain</p> <p>Earache </p> <p>Cold and flu</p> <p>Sore throat </p> <p>Abrasion and cut requiring stitches</p> <p>Urinary tract infection</p> <p>Mild asthma</p> <p>Rash without fever</p> <p>Broken bone with intact skin and no obvious need to reset bone </p>		<p>A condition that is life- or limb-threatening</p> <p>Chest pain </p> <p>Facial drooping</p> <p>Head and eye injuries </p> <p>Sudden numbness or weakness in arm or leg</p> <p>Uncontrolled bleeding and severe cuts</p> <p>Vaginal bleeding with pregnancy</p> <p>Coughing or vomiting blood </p> <p>Sudden shortness of breath or difficulty breathing</p> <p>Rash with fever </p> <p>Major fracture that breaks the skin or needs to be reset</p>

Image from <http://blog.affinityhealth.org>


KEEP CALM AND GET YOUR FLU SHOT

Do not forget to get your flu shot this season. For your convenience, they will be available at your nearby Walgreen's, Target, and CVS locations, as well as from your primary care physician.



Save the Date for the 9th Annual City Manager's Step Up To Wellness 5K Run/Walk!

What: 5K Run/Walk event that is **FREE** to City employees. This event is open to the public.

When: February 27, 2016

Where: SeaWorld San Antonio (10500 SeaWorld Dr., 78251)

SeaWorld Tickets: Discounted SeaWorld admission tickets will be available.

STEP UP TO WELLNESS
— 5K WALK & RUN —



FIND IT HERE!

Looking for something on the Employee Website? In every issue of EMC News, we will 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 www.sanantonio.gov/EmployeeInformation.aspx.

This page was created to help employees access information for Open Enrollment from one quick and convenient page. It offers links that take you to the benefit guide, open enrollment video and more. It will even take you straight to the open enrollment portal where you can make your 2016 selections. If you haven't enrolled yet, check this page out today at !

VIA It is almost time to register for your 2016 VIA Bus Pass. Remember,

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 get to and from work.

Registration will take place from November 16—December 4. This year we will introduce a new online registration system. Stay tuned for more details!

Invest in your success and your future!

Thinking about getting your GED? There are several reasons that may help you to decide:

- Getting a GED is proof that you have the basic writing, reading, math, and critical thinking skills, which are essential for the workplace.
- A GED opens doors for opportunity. Many positions require either a high school diploma or GED. Once you have your GED, you can continue to build on your education by enrolling in college or obtaining a professional certification. You might even qualify to participate in the City's [Tuition Assistance Program](#).
- By obtaining your GED, you can serve as a positive role model for your fellow City employees who are on the fence about pursuing this educational achievement.

Upcoming 8-week GED Prep course sessions:

- February 1 – March 30
- April 4 – May 25
- June 6 – August 1

If you are interested in attending the free 8-week GED Prep course, get your supervisor's approval before you contact your [department's Employee Relations team](#) to get registered for the class.

