



CITY OF SAN ANTONIO
HUMAN RESOURCES DEPARTMENT

Your Department Employee Relations Team



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We are here to help you. We can assist you with understanding your rights and responsibilities as an employee of the City of San Antonio. Here are a few ways we can help:

- Do you or your spouse/child/parent have a serious health condition that requires your time away from work? You may qualify for Family Medical Leave (FMLA), disability, or parental leave. We can help.
- Did you injure yourself on the job? You may qualify for workers' compensation. Call us.
- Questions on City or department policies? We can explain.
- Looking for training opportunities? Ask us about upcoming classes.
- Performance evaluation questions? We are here to help.
- Think there may be harassment/sexual harassment in the workplace? Call us.
- Are you saving enough for your retirement? Let's discuss deferred compensation with ICMA or Nationwide.
- Considering retirement? Come talk with us, we can guide you to the appropriate contacts.
- Questions on your medical, dental, vision, retirement plans (TMRS or deferred comp)?
- Do you have a grievance? We are here to help and provide forms, when necessary. Let's talk about it.
- Have questions about applying for another City job? We can assist you.
- Want tips on resume writing or interviewing skills? We help with that.

We are committed to offering our support for your continued success and that of your department operations. What are you waiting for? Give us a call. We are here to help! **Every employee is encouraged to do good faith reporting of misconduct. Report to your department chain of command or HR Team.**