

Leave Management & Benefits

Pre-Retirement: Non-Uniformed

This informational session helps to prepare participants for retirement. Instructors will assist employees with information that will aid on planning their new journey in life of retirement. Topics included are healthcare coverage, dental, and vision benefits. The session also provides contacts for pension, social security and prudential 457K presenters, allowing the employees to ask questions that they may have during the session or at a later date.



***Targeted Audience:** Non-Uniformed employees.

Date	Time	Instructors	Location, Room	Strategic	Baldrige
August 6	1:00-5:00	HR Benefit Services	City 2, Workforce Learning Center	6.2	5.1

Pre-Retirement Training: Uniformed

This informational session helps uniformed employees to prepare participants for retirement. Instructors will assist employees with information that will aid on planning their new journey in life of retirement. Topics included are healthcare coverage, dental, and vision benefits. The session also provides contacts for pension, social security and prudential 457K presenters, allowing the employees to ask questions that they may have during the session or at a later date.



***Targeted Audience:** Uniformed employees.

Date	Time	Instructor	Location, Room	Strategic Goals	Baldrige Criteria
August 6	8:00-12:00	HR Benefit Services	City 2, Workforce Learning Center	6.2	5.1

Understanding Your Leave Benefits

This course will help employees understand the benefits available to them through leave hours and specialized programs (i.e., Vacation, Sick Leave, Shared Leave, Military Pay, FMLA, Medical LOA, etc.). Participants will learn how specific City Policies, Rules, and Ordinances affect the accrual of their leave hours as well as the ability to use those accruals. Specific examples and details will be given to help better understand and manage Leave benefits.



Date	Time	Instructors	Location, Room	Strategic Goals	Baldrige Criteria
June 12	9:00-12:00	Michel, Perez	Pat O'Rourke Recreation Center, Pat O'Rourke Conference Room	6.2	5.1

Planning Your Training

Registration Process

- With Supervisor's approval, employees may register themselves by logging into the Scheduler application at <https://apps.elpasotexas.gov/scheduler> and clicking the "REGISTER TO THIS CLASS" button under the class selected.
- Employees needing to cancel their registration may log into the Scheduler application at <https://apps.elpasotexas.gov/scheduler> and select the "CANCEL MY REGISTRATION" button for the class they wish to cancel under the *My Registered Schedules* tab.
- Instructions to navigate the Scheduler application can be found in the city's intranet my.elpasotexas.gov
- Employees may email TrainingRegistration@elpasotexas.gov for additional questions, comments or concerns.



- Register in advance before training takes place.
- *Note:* Minimum attendance is 5 participants per course/training. Possible course cancellation or re-scheduling will occur if expected attendance does not meet this minimum requirement.
- *Note:* All sessions, location, dates, times, and instructors are subject to change.
- Special requests for training are considered on a case by case basis.

