

5TH ANNUAL HSS MEMBER HEALTH FAIR
MAXIMIZE YOUR BENEFITS



FREE FLU SHOTS HEALTH SCREENINGS PRIZES
CHAIR MASSAGE HEALTHY FOOD CRAFTS GAMES
OCTOBER 28 & 29, 2010 HOTEL WHITCOMB
1231 MARKET STREET 9AM - 4PM

Health Service System

CITY & COUNTY OF SAN FRANCISCO

MYHSS.ORG

MAXIMIZE YOUR BENEFITS

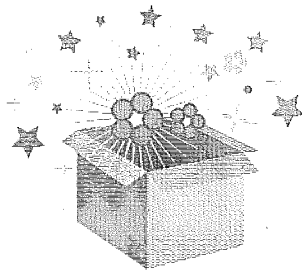
IT'S FREE! ALL HSS MEMBERS ARE INVITED.

Free flu shots for adults, health screenings, chair massage, healthy snacks, retiree crafts, fitness demonstrations, games, giveaways and prizes. Bring your medical ID card to take advantage of free flu shots and health screenings.

We are increasing the number of nurses to provide faster flu shot service. Check flu shot wait times online at www.myhss.org or follow @HSS_SF on Twitter.

Can't make it to the fair? Visit myhss.org to learn about employee and retiree wellness classes and other benefits.

5TH ANNUAL HSS MEMBER HEALTH FAIR MAXIMIZE YOUR BENEFITS



Health Service System

CITY & COUNTY OF SAN FRANCISCO

MYHSS.ORG

5TH ANNUAL MAXIMIZE YOUR BENEFITS FAIR BRING COMPLETED TICKET TO THE FAIR FOR FREE ADMISSION

Name: _____

Email: _____

Check one:

- Active Employee
 Retiree

Check one:

- City & County
 Superior Court
 SFUSD
 SFCCD

OCTOBER 28 & 29, 2010 HOTEL WHITCOMB, 1231 MARKET STREET

**life is always changing.
make sure your benefits
are up-to-date.**

Enrolling a domestic partner, a same sex spouse, and/or the children of a domestic partner or same sex spouse in Health Service System benefits can increase your taxable gross income.

Read this brochure to learn about:

- How domestic partner and same sex spouse health benefits are taxed differently than the health benefits of an opposite sex spouse.
- The IRS rules that allow the health benefits of qualifying enrolled domestic partners, same sex spouses and their children to receive favorable tax treatment.
- How California law provides favorable tax treatment for health benefits of a same sex domestic partner or same sex spouse.

HSS strongly recommends that you consult with a professional tax advisor about your federal and state taxes.

Health Service System
1145 Market Street

2nd Floor

San Francisco, CA 94103

(415) 554-1750

(800) 541-2266

MYHSS.ORG

1145 MARKET STREET
2ND FLOOR
SAN FRANCISCO, CA 94103

**domestic partner
same sex spouse
health coverage
and your taxes**

**TAX TREATMENT OF HSS
HEALTH BENEFITS FOR
SAME SEX MARRIED SPOUSES
AND DOMESTIC PARTNERS**



Health Service System
CITY & COUNTY OF SAN FRANCISCO

domestic partner/same sex spouse health coverage and your taxes

Tax Treatment of Health Benefits

Health coverage for your domestic partner, same sex spouse, and any children of that partner or spouse through a Health Service System (HSS) plan is typically a taxable benefit. Because the federal government does not recognize domestic partnership or same sex marriage for tax purposes, employer contributions to health premiums for an employee or retiree's domestic partner, same sex spouse, and children of a domestic partner or same sex spouse, are treated as taxable (imputed) income. Moreover, employee premium contributions are taken post-tax. By comparison, if an employee or retiree is married to a member of the opposite sex, no taxable imputed income results from an employer's contributions to an opposite sex spouse's health premium costs. Also, employee premium contributions for an opposite sex spouse are paid pre-tax.

IRS Exemption for Enrolled Health Plan Dependents Who Meet Certain Requirements

The Internal Revenue Service (IRS) offers a tax break for health-related expenses incurred by a "qualifying relative." Under IRS code section 152, a domestic partner (of either gender), a same sex spouse, and children of a domestic partner or same sex spouse qualify for favorable tax treatment if they meet all of the following conditions:

- the partner, spouse or child receives more than half of his or her financial support from the employee or retiree;
- the partner, spouse or child lived with the employee or retiree as a member of his or her household for the entire calendar year (January 1-December 31), with the exception of temporary absences due to vacation, education or military service;
- the partner, spouse or child is a citizen of the United States, or a resident of the United States, Canada or Mexico.

If an employee or retiree's domestic partner, same sex spouse, or child of a domestic partner or same sex

spouse is enrolled in an HSS health plan and meets the requirements listed above, the employee or retiree may submit an annual declaration to HSS stating that the enrolled dependent meets the federal standard for pre-tax treatment of health coverage costs. If this declaration is filed annually with HSS, there will be no imputed income for the employer contribution to health premium costs for the qualifying family member of the employee/retiree. Also, for an employee's family member, premium contributions will be paid pre-tax. (By law, all retiree contributions must still be paid post-tax.) This could result in significant savings.

To take advantage of this favorable tax treatment, you must file the declaration annually with HSS by required HSS deadlines. The HSS declaration form is valid for one tax year. You must submit an individual declaration for each qualifying dependent each year.

HSS Declaration Form:

www.myhss.org/downloads/form_guides/dp.pdf

Equitable California State Tax Treatment For Same Sex Domestic Partners and Same Sex Spouses

If the dependent of an employee or retiree does not qualify for favorable tax treatment under the IRS requirements described above, employer contributions will accrue as imputed income and be taxed by the federal government. Also, employee and retiree premium contributions are paid post-tax.

However, if you file a California state income tax return, the health benefits of your same sex domestic partner, same sex spouse, and the children of your same sex domestic partner or same sex spouse are entitled to equitable tax treatment under California state law. (Note: this California law only applies to same sex domestic partners and same sex spouses – not opposite sex domestic partners.)

To obtain such equitable tax treatment under California state law, you are required to have either a valid California marriage license or a Declaration of Domestic Partnership

issued by the Secretary of the State of California. HSS accepts all valid municipal domestic partner and marriage certificates when enrolling a same sex domestic partner or same sex spouse. However, to be entitled to equitable treatment under state law, California requires either a California marriage license or the California State Declaration of Domestic Partnership.

If your dependent does not meet the IRS code 152 requirements for favorable tax treatment under federal law, you may still take advantage of equitable California state tax treatment if your dependent qualifies under California state law. In that case, you will need to deduct the value of the employer paid health insurance premiums for your same sex domestic partner or same sex spouse, and his or her children, when filing your California state income tax return.

California State Domestic Partner Registry:
www.sos.ca.gov/dpregistry/forms.htm

Franchise Tax Board Domestic Partner FAQ:
www.ftb.ca.gov/individuals/faq/dompарт.html

Please Consult With a Tax Advisor About Your Individual Situation

This brochure offers a brief overview about the tax treatment of health benefits offered by your employer to domestic partners, same sex spouses and their children, based on information available as of October, 2010.

This brochure may not include everything you need to know about this topic and is not a substitute for a professional assessment of your individual situation. Please consult with a professional tax advisor before taking any action. Be aware you remain subject to all state and federal tax law and will be responsible for any consequences that result from the forms, documents or declarations you submit to the Health Service System.



Health Service System

CITY & COUNTY OF SAN FRANCISCO

MYHSS.ORG

Domestic Partner/Same Sex Spouse Tax Declaration: Deadline December 10, 2010

October 19, 2010

Dear Health Service System Member,

Our records indicate that you have either a domestic partner or same sex spouse enrolled on your Health Service System (HSS) coverage. As you may be aware, HSS health coverage for your domestic partner, same sex spouse, and any children of that domestic partner or same sex spouse through a Health Service System plan is generally considered a taxable benefit under federal law.

We would like to make you aware of federal and California laws that may qualify a domestic partner or same sex spouse's health benefits for more equitable tax treatment. Please read the enclosed HSS brochure – "Domestic Partner/Same Sex Spouse Health Coverage and Your Taxes" – for additional information.

The enclosed information is not a substitute for a professional assessment of your individual tax situation. HSS cannot provide members with tax advice. We strongly recommend that you consult with a tax advisor to determine whether an enrolled dependent will qualify for this beneficial tax treatment in the 2011 tax year. You will be responsible for any consequences or disputes with state or federal agencies that result from the forms, documents or declarations that you submit to the Health Service System.

If any of the dependents enrolled in your HSS health plan meet the federal IRS standard for pre-tax health premium deductions, you must submit the enclosed declaration to HSS **no later than December 10, 2010** to have the status of payments for health benefits changed in January 2011 - the start of the next tax year. (Changes to a dependent's tax status cannot be made retroactively.)

If you do not submit this declaration to HSS, health benefit contributions for a domestic partner, same sex spouse and the children of a domestic partner or same sex spouse will be treated as taxable.

Even if these benefits are reported as taxable income to meet federal IRS requirements, the employer premium contributions for a same sex domestic partner or same sex spouse may still be deducted on a California state tax return. Consult with your tax advisor for more information.

If you have additional questions about which forms HSS requires, or how to obtain the forms necessary to claim the favorable treatment for health insurance premiums for a domestic partner, same sex spouse or the children of a domestic partner or same sex spouse, please visit myhss.org, or call Member Services at (415) 554-1750.

Sincerely,

HSS Member Services



Health Service System

CITY & COUNTY OF SAN FRANCISCO

MYHSS.ORG

Declaration That Enrolled Dependent Meets IRS Standard For Tax-Favored Health Premium Contributions

Health Service System Member:

Last Name	First Name	Social Security Number

Enrolled Dependent:

Last Name	First Name	Social Security Number

You must complete one form for each enrolled dependent who will qualify for the pre-tax health premium deduction.

Declaration:

I, the Health Service System (HSS) Member listed above, have the dependent listed above enrolled on my Health Service System coverage and certify that he or she meets all the IRS criteria required, so the employer health premium deductions for this dependent will not result in imputed income, and may qualify for other favorable tax treatment in accordance with federal and state law.

By signing this declaration, I certify that I understand that all of the following requirements for this dependent will be met for the 2011 tax year under Internal Revenue Code (IRC) Section 152:

1. I will live together (share our principal abode) with this enrolled dependent for the full taxable year from January 1 to December 31, 2011, except for temporary absences for reasons such as vacation, military service, or education;
 2. This enrolled dependent is a citizen or resident of the United States; and
 3. This enrolled dependent will receive more than half of his or her support from me during the 2011 tax year.
- I agree that I will notify HSS within 30 days if there is any change in the circumstances attested to in this declaration, including any change that disqualifies this dependent as being eligible for Health Service System benefits.
 - I have read and understand the terms and conditions listed on the back of this declaration.
 - I understand that falsely certifying such qualification could result in serious consequences, including criminal charges of tax fraud and other legal action.
 - I am aware that any change in family status may directly impact the calculation of my taxable income.
 - I will submit this completed declaration to HSS no later than **December 10, 2010** to have my payroll deductions for health benefits changed beginning in January 2011, the start of the next tax year.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature: _____

Date: _____

Declaration That Enrolled Dependent Meets IRS Standard for Tax-Favored Health Premium Contributions

Terms and Conditions

By signing the front of this form you agree you understand and abide by the following:

Dependents for Federal Income Tax Purposes

The City distinguishes between a Medical Dependent and an extended family member because of the way current tax law requires employers to treat the value of benefits provided to Medical Dependents. In most cases, a Medical Dependent will not satisfy the definition of dependent under the Internal Revenue Code. As a result, the law requires the City to report the entire value of your Medical Dependent's health care coverage (often referred to as "imputed income") as taxable income to you and the contribution you pay for this coverage must be on an after-tax basis.

Alternatively, if your Medical Dependent and/or his/her eligible dependent children qualify as your dependents under IRC Section 152 (as modified by Code 105(b)), the City costs for their benefits are not considered taxable income to you. Generally, to qualify as an IRC Section 152 (as modified by Code 105(b)) dependent of an employee during a given tax year, the Medical Dependent and their children must be a "qualifying relative" of the employee, as defined by the IRS. To be considered an IRS "qualifying relative", the Medical Dependent must meet the following requirements:

1. Have the same principal place of abode as the employee for the full tax year (January 1 through December 31), except for temporary absences such as vacation, military service, or education. If during the year, Medical Dependent eligibility status ceases other than on December 31, for reasons other than the death of the Medical Dependent, the tax exclusion is lost for the entire year. If the eligibility ends due to the death of the Medical Dependent, the Medical Dependent would continue to be treated as a dependent for the entire tax year.
2. Receive more than half of his or her support from the employee.
3. Be a U.S. citizen, U.S. national, or a resident of U.S., Canada, or Mexico; and,
4. Not be the employee's (or anyone else's) "qualifying child" as defined under Internal Revenue Code Section 152.

The rules for determining support are complicated and are more involved than just determining who the "primary breadwinner" in the household is. Internal Revenue Service (IRS) Publication 17 includes a worksheet to assist taxpayers in evaluating whether they may provide, or are expected to provide, more than one half of an individual's support. Because this area of tax law can change, and because the situation of every employee is different, employees are strongly encouraged to consult with a tax advisor before declaring that a Medical Dependent satisfies each of the above requirements to be considered a qualifying relative as defined by the IRS.

An employee wishing to claim his or her Medical Dependent, and/or their Medical Dependent's children, as tax dependents for insurance purposes under IRS Section 152 must complete and sign this declaration of tax status form. Please note that Section 152 dependent status must be re-declared and a new declaration of tax status form must be filed with the Health Service System each tax year.

The City will assume your Medical Dependent (and/or their children) DOES NOT qualify as your tax dependent for tax-free City sponsored health insurance unless a declaration of tax status form is completed and submitted to the Health Service System each year by required deadlines.

Required Retroactive Tax Treatment and Mid-Year Changes

The Declaration of Tax Status Form requires the employee to anticipate the dependency status of their Medical Dependent or Medical Dependent's child for the upcoming year. It is important for employees to report any changes in dependency status during the year because IRC Section 152 requires a "look-back" at the dependency status at the end of each calendar year. Circumstances can change during the calendar year that could disqualify or qualify the Medical Dependent for the entire tax year. In these situations, a retroactive adjustment will be necessary. Some examples of status changes include the following:

Example 1 – An employee's Medical Dependent qualifies as an IRC Section 152 dependent on January 1 and the employee submits a Declaration of Tax Status Form at the start of the year. Midway through the year, the Medical Dependent begins employment such that the employee is no longer providing more than one half of the Medical Dependent's total support and the Medical Dependent ceases to qualify for the remainder of the year. The Medical Dependent remains eligible for coverage, but this change requires treating the coverage provided for the Medical Dependent as taxable to the employee (subject to federal income tax, social security, and Medicare taxes) for the entire year.

Example 2 – The employee is uncertain if their Medical Dependent will qualify as an IRC Section 152 dependent at the start of the year and does not submit a Declaration of Tax Status Form to the Health Service System. Imputed income for the Medical Dependent's coverage is added to the employee's gross income each pay period for the purposes of calculating federal and state income taxes and for Social Security and Medicare taxes. However, midway through the year the employee's tax advisor determines that the Medical Dependent actually will qualify as an IRC Section 152 dependent of the employee for the entire year and the employee submits a Declaration of Tax Status Form to the Health Service System. This requires that the imputed income of the Medical Dependent's coverage not be treated as taxable income to the employee for the entire year. To correct for incorrect treatment prior to notification, Payroll will credit the employee the Federal income taxes already withheld on the imputed income of the Medical Dependent's coverage during the year. Social Security and Medicare taxes already withheld on the imputed income of the Medical Dependent's coverage during the year will be credited as well.

Example 3 – The employee reports that as of July 1, their Medical Dependent lost their job and the employee will now be providing over one half of their Medical Dependent's total support. This requires no changes or corrections, as the Medical Dependent must qualify for the entire year in order to receive favorable tax treatment.

Example 4 – An employee's Medical Dependent qualifies as an IRC Section 152 dependent on January 1, and the employee submits a Declaration of Tax Status Form at the start of the year. The Medical Dependent continues to qualify as an IRC Section 152 dependent until her death on August 15. The Medical Dependent's death does not change her status for the portion of the year during which she was alive and no adjustments will be necessary.

Example 5 – an employee adds their Medical Dependent to their coverage on November 1 as their Medical Dependent has now shared the employee's primary residence for the previous 6 continuous months and is newly eligible for enrollment. The employee improperly submits a Declaration of Tax Status Form at the same time. The Declaration of Tax Status Form is rejected because to qualify as an IRS Section 152 dependent, the Medical Dependent must have the same principal place of residence as the employee for the full tax year (January 1 through December 31). In this case, the Medical Dependent did not begin sharing the employee's residence until May 1. Imputed income for the Medical Dependent's coverage will be added to the employee's gross income each pay period in November and December for the purposes of calculating federal and state income taxes and for Social Security and Medicare taxes.

Requested Documentation

The City reserves the right to require proof of tax dependency upon request. When you sign this form, you agree to provide such documentation upon request.

Final Word

When you sign and submit this form, you are stating that:

1. You certify that your Medical Dependent, and/or his/her children, do or will qualify as eligible tax dependents for employee sponsored benefit purposes under Section 152 of the Internal Revenue Code for the entire current tax year. You agree you will notify the City immediately if there is a change in your situation that disqualifies your Medical Dependent as an eligible IRS dependent for employer sponsored benefits.
2. You have read and understand the terms and conditions listed above.
3. You understand that falsely certifying such tax dependency could result in potential charges of tax fraud.
4. You are aware that any change in your family status may directly impact the calculation of your taxable income. You agree to notify the Health Service System if there is any change in the circumstances attested to in this declaration within 31 days of the change.
5. You understand that willful falsification of information on this declaration may result in serious consequences, including loss of benefits, appropriate legal action or disciplinary action up to and including discharge.
6. You affirm under penalty of perjury that the preceding statements are true and correct to the best of your knowledge.

Questions?

If you have questions, view the Health Service System Web site at www.myhss.org, or call the Health Service System at (415) 5544-1750

How to Return Your Completed and Signed Declaration Form

Make a copy of your completed and signed form for your records and mail the original to: Health Services System Member Services
1145 Market St., Suite 200
San Francisco, CA 94103

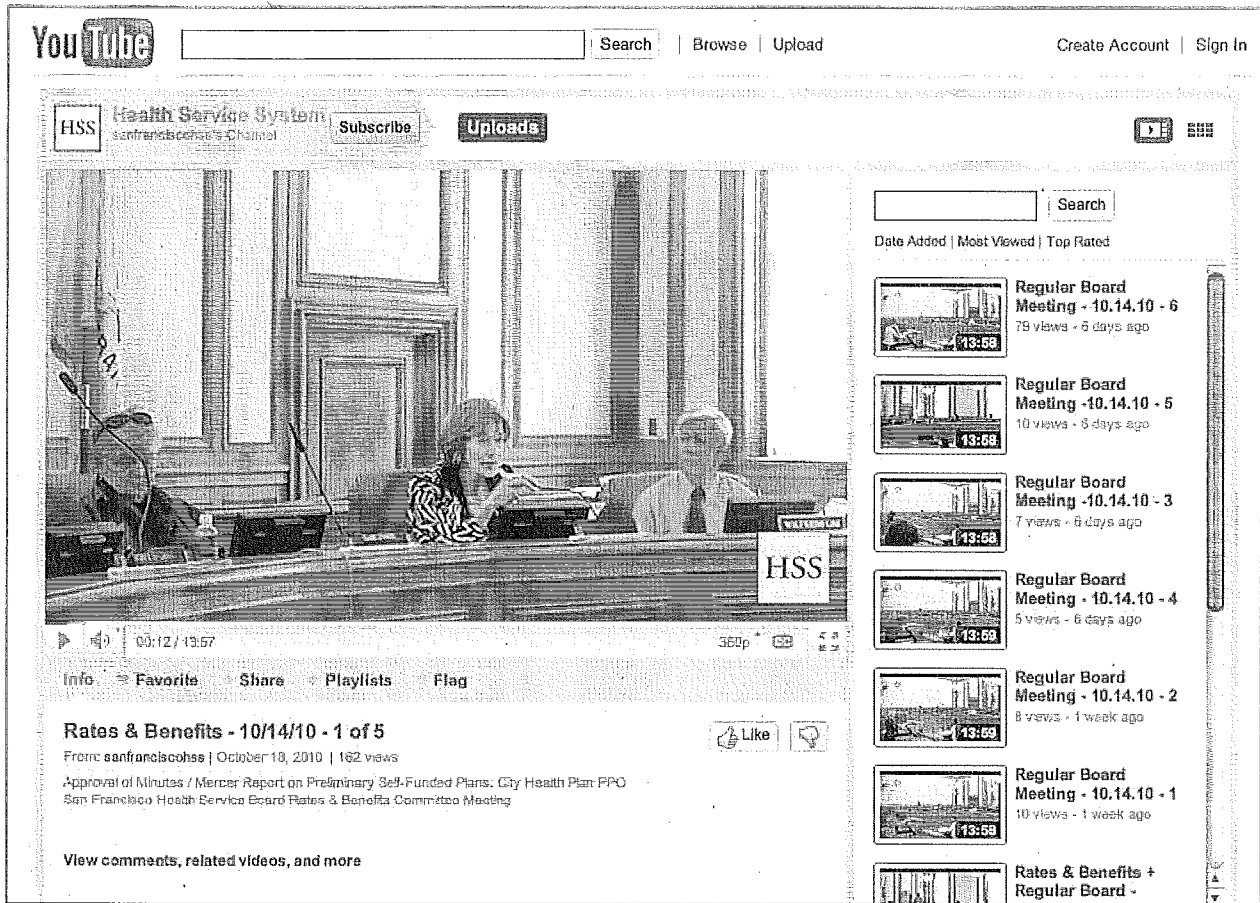
Tax Treatment of Domestic Partner & Same Sex Spouse Health Coverage

ACTIVE EMPLOYEES				
DEPENDENT TYPE	FEDERAL IRS INCOME TAX		CALIFORNIA STATE INCOME TAX	
	Employee's Dependent Health Premium Contributions	Employer Dependent Health Premium Contributions	Employee's Dependent Health Premium Contributions	Employer's Dependent Health Premium Contributions
Employee's Same Sex Spouse Employee's Same Sex Domestic Partner Children of Same Sex Spouse or Partner	No HSS/IRS Declaration: Paid post-tax.	No HSS/IRS Declaration: Imputed income accrues.	No HSS/IRS Declaration: Paid post-tax.	No HSS/IRS Declaration: Imputed income accrues, but may be deducted when employee files CA state income tax return.
	HSS/IRS Declaration filed annually: Paid pre-tax. Same sex spouse/partner must meet IRS code 152 requirements for "qualifying relative."	HSS/IRS Declaration filed annually: No imputed income. Same sex spouse/partner must meet IRS code 152 requirements for "qualifying relative."	HSS/IRS Declaration filed annually: Paid pre-tax.	HSS/IRS Declaration filed annually: No imputed income.
Employee's Opposite Sex Domestic Partner Children of Opposite Sex Spouse or Partner	No HSS/IRS Declaration: Paid post-tax.	No HSS/IRS Declaration: Imputed income accrues.	No HSS/IRS Declaration: Paid post-tax.	No HSS/IRS Declaration: Imputed income accrues. Cannot be deducted when filing CA state income tax return.
	HSS/IRS Declaration filed: Paid pre-tax. Opposite sex partner must meet IRS code 152 requirements for "qualifying relative."	HSS/IRS Declaration filed annually: No imputed income. Opposite sex partner must meet IRS code 152 requirements for "qualifying relative."	HSS/IRS Declaration filed annually: Paid pre-tax.	HSS/IRS Declaration filed annually: No imputed income.

RETIREES				
DEPENDENT TYPE	FEDERAL IRS INCOME TAX		CALIFORNIA STATE INCOME TAX	
	Retiree's Dependent Health Premium Contributions	Employer's Dependent Health Premium Contributions	Retiree's Dependent Health Premium Contributions	Employer's Dependent Health Premium Contributions
Retiree's Same Sex Spouse Retiree's Same Sex Domestic Partner Children of Same Sex Spouse or Partner	No HSS/IRS Declaration: Always paid post-tax.	No HSS/IRS Declaration: Imputed income accrues.	No HSS/IRS Declaration: Always paid post-tax.	No HSS/IRS Declaration: Imputed income accrues, but may be deducted when employee files CA state income tax return.
	HSS/IRS Declaration filed: Always paid post-tax.	HSS/IRS Declaration filed annually: No imputed income. Same sex spouse/partner must meet IRS code 152 requirements for "qualifying relative."	HSS/IRS Declaration filed annually: Always paid post-tax.	HSS/IRS Declaration filed annually: No imputed income.
Retiree's Opposite Sex Domestic Partner Children of Opposite Sex Domestic Partner	No HSS/IRS Declaration: Always paid post-tax.	No HSS/IRS Declaration: Imputed income accrues.	No HSS/IRS Declaration: Always paid post-tax.	No HSS/IRS Declaration: Imputed income accrues. Cannot be deducted when filing CA state income tax return.
	HSS/IRS Declaration filed: Always paid post-tax.	HSS/IRS Declaration filed annually: No imputed income. Opposite sex partner must meet IRS code 152 requirements for "qualifying relative."	HSS/IRS Declaration filed annually: Always paid post-tax.	HSS/IRS Declaration filed annually: No imputed income.

This overview is based on information available as of October 2010. HSS strongly recommends members seek professional tax advice on this topic.

HSS Rates & Benefits Meetings on YouTube



Learn About How Your Health Benefits and Premium Rates Are Negotiated

From October 2010 through January 2011, the Health Service Board will review health benefit rates and benefits proposals for plan year 2011-2012, which begins July 1, 2011.

These public meetings take place in Room 416 of San Francisco City Hall. Meeting calendar:

October 14, 2010	12:30PM
November 18, 2010	9:00AM
December 9, 2010	12:30PM
January 13, 2011	12:30PM

Meetings will be available on YouTube within 72 hours after the meeting time, so employee and retiree members can watch and comment on the proceedings at their convenience.

Link to meeting video from myhss.org, or access directly at the HSS YouTube channel:

www.youtube.com/user/sanfranciscohss

October 2010

Important Information About Your Health Benefits

Notice About The Early Retiree Reinsurance Program

Please share this notice with all the members of your household who are enrolled in an HSS medical plan. HSS is required by the federal government to notify you that HSS has been certified for participation in the Early Retiree Reinsurance Program (ERRP). Under this federal ERRP program, which was established under the Affordable Care Act, the federal government may reimburse HSS for some of the costs of health care benefits paid on behalf of, or by, early retirees and certain family members of early retirees, who are participating in an HSS administered health plan. By law, this program expires on January 1, 2014. The San Francisco Health Service System can use the Early Retiree Reinsurance Program reimbursements to offset the employer costs of maintaining your health benefits coverage, so that it can continue to offer health benefits coverage to retirees, employees and their families. HSS is also permitted to use reimbursements from this program for offsetting increases in employee/retiree insurance premium contributions, co-payments and deductibles. Be aware that due to rising health care costs, EERP reimbursements do not guarantee an overall reduction in either employer or employee contributions for health coverage.

If for any reason HSS no longer meets the federal requirements for receiving ERRP reimbursements, this funding may be recalled and/or discontinued by the federal government.

Maximize Your Benefits: HSS Member Health Fair October 28 & 29, 2010

All enrolled HSS employee members, retiree members and dependents are invited to this free event. Meet with health vendors Blue Shield, Kaiser, UnitedHealthcare, Delta Dental, Pacific Union Dental and VSP vision. Take advantage of:

- free flu shots
- free health screenings
- free chair massage
- healthy cooking demonstrations
- fitness demonstrations
- giveaways and prize drawings

Flu shots and screenings are for adults only. You must show your medical ID card to take advantage of flu shots and screenings. Visit myhss.org for details.

Dates: October 28 and October 29, 2010

Times: 9:00am to 4:00pm

Location: Hotel Whitcomb, 1231 Market Street

Mass Transit: MUNI and BART, Civic Center stop

Health Service System

CITY & COUNTY OF SAN FRANCISCO

MYHSS.ORG

EAP BROWN BAG WORKSHOPS

OCTOBER - DECEMBER 2010

Employee Assistance Program (EAP) workshops are free to City employees. Reserve space in an EAP workshop by calling (800) 795-2351. See class calendar online at myhss.org.

MANAGING OUR EMOTIONS

Strong emotions are both a cause of, and a result of, conflict. Emotions are natural and normal; it is how one expresses them that makes the difference. Anger, for example, can be an appropriate and effective behavior, but only when you express it by choice – and in a way that achieves a positive result. When feelings are intense, this creates added stress and makes it more difficult to express them clearly and without judgment. This class will help you experience and manage your own – and others' – uncomfortable emotions with confidence, and without guilt, criticism or blaming. This is a four session workshop; please plan to attend all four sessions. Facilitated by Senior Employee Assistance Counselor, Jean Miranda, MFT, CEAP.

Time: Tuesdays, 12 noon to 1:00PM

Dates: Session One - 10/5/10
Session Two - 10/12/10
Session Three - 10/19/10
Session Four - 10/26/10

Location: 1145 Market Street, 2nd Floor

In addition to these workshops, the Employee Assistance Program (EAP) provides a voluntary, confidential, no cost counseling and information program for City employees, their family members and their significant others. EAP staff are licensed counselors who provide assessment, short term therapy (up to six sessions), referrals and follow-up for individuals, couples, families and groups.

To register for a workshop, or to schedule a confidential counselling session, call EAP at (800) 795-2351.

This information is also available on myhss.org.

POSITIVE PROBLEM SOLVING

Actively solving problems when they arise (or before!) can reduce/avoid errors, save time, improve customer service and work quality, create improvement and innovation, foster teamwork and increased communication, and make work fun and interesting. This course will explore several techniques for addressing and resolving workplace problems. Learn step-by-step problem solving methods that will help you analyze the causes of a problem, identify possible solutions, select your best solution, and develop an action/evaluation plan. This is a four session workshop; please plan to attend all four sessions. Facilitated by Senior Employee Assistance Counselor, Jean Miranda, MFT, CEAP.

Time: Mondays, 12 noon to 1:00PM

Dates: Session One - 11/1/10
Session Two - 11/8/10
Session Three - 11/15/10
Session Four - 11/22/10

Location: 1145 Market Street, 2nd Floor

CREATING A MEANINGFUL RETIREMENT

After working for the City and County of San Francisco – or any job - retirement can be a welcome but jarring experience. Retirement often brings financial, relationship and other personal changes. How will you use your time and energy in a way that helps to create meaning and value in your life? Come to this innovative new workshop that will address your goals, and possible challenges, as you approach retirement. This workshop is for active CCSF employees who are expecting to retire within six months. This is a five session workshop. Please plan to attend all five of the sessions. Facilitated by Jeff Lintner, MFT, CEAP.

Time: Tuesdays, 12 noon to 1:00PM

Dates: Session One: 11/2/10
Session Two: 11/9/10
Session Three: 11/16/10
Session Four: 11/23/10
Session Five: 11/30/10

Location: 1145 Market Street, 2nd Floor

Health Service System

CITY & COUNTY OF SAN FRANCISCO

MYHSS.ORG