

Winter lead replacement



Tony Gillette, water system worker; Don Raway, HEO; and Matt Schmidt, water utility worker; replace a lead service line on Jan. 12 on Robie Street West.

Getting ready to do taxes? Check your ESS for your W-2

Did you opt-in to electronically receive your W-2 and 1095-C tax documents for this tax season?

Emails have gone indicating that your documents are ready, which is several days earlier than mailed-out copies. Your documents are available in your self-service account; this is also where you pick up your pay statements.

To get them, log in to Employee/Document Self-Service at <https://ess.stpaul.gov>.

Use your administration user name in this format: water\username and enter your password. Make sure to use the forward slash \ or you will not get access.

Please note that you will not receive a hard copy mailed to your home address if you have opted-in, since you can print off a copy anytime from your ESS document self-service account.

(Under IRS & ACA Regulations, these features are only available to those who opt-in.)

Get reimbursed for FSA money by the Feb. 15 deadline

Make sure you get reimbursed for all of the money you put into your 2021 flexible spending account.

You will lose money remaining in your 2021 FSA account you have not claimed by Feb. 15. This year, there is an exception to the use it or lose it rule: if you signed up for an FSA both this year and last year, you will be allowed to carry over \$500 from last year into 2022.

Flexible spending accounts can be for medical expenses, dependent care, and parking.

The company handling all FSA and health reimbursement accounts/VEBA accounts is Benefit Resource, Inc.

Their website is BenefitResource.com.

If you have an FSA or VEBA/HRA account, you should have received an email, mailing, or handout

from BRI/or the city on their behalf providing you with instructions on how to check on the balances in your account with them.

If you have not used the site before, go to their website and click on the register an account link. Follow the instructions.

You will need your social security number, company code (StPaul), name, zip code, and email or phone number.

Use the site to look up balances and file for reimbursement for 2021 claims.

If you have questions or need assistance, contact BRI customer service at 1-800-473-9595, Monday - Friday, 8 a.m. - 8 p.m. or email BRI at participant-services@benefitresource.com.

Margie Rettner, retiree, passes away on January 11

Margie Rettner, retiree, passed away Jan. 11 at the age of 85.

Margie retired in November of 2012 after serving the utility for 24 years. She started as a clerk typist and served as an accounting clerk, payroll clerk, payroll system supervisor, and retired as a payroll system coordinator in 2012.

Margie loved family celebrations, classic car shows, jazz music, dancing and the cabin.

Interment is at Calvary Cemetery. Memorials preferred in lieu of flowers to Sacred Heart Church.

Our condolences to her friends, family, and former co-workers.



Margie Rettner

Century College courses still available through spring

SPRWS' partnership with Century College offering continuing education classes to water utility staff is ongoing. Courses are still available this spring through May if you have not signed up.

To find out what is still available and to sign up for course(s), contact Sandy Kimbrough at sandy.kimbrough@ci.stpaul.mn.us and Kate Moen at KateMoen@ci.stpaul.mn.us

The program offers classes and certificate programs in supervision, management, communication, accounting, project management, computers, technology, and more.

Most courses will be conducted via Zoom and students will receive an email by the evening before the class is to run with links to pick up materials, enter the virtual environment, and evaluate the class. Attendance will be taken at a variety of points during the session.

You must obtain management approval prior to signing up for the course(s) you are interested in.

Once you have obtained approval, send an email to both Sandy Kimbrough at sandy.kimbrough@ci.stpaul.mn.us and Kate Moen at KateMoen@ci.stpaul.mn.us with the course name, ID number and date.

You will then receive an email either confirming your registration or letting you know that the available seats have already been filled.

Tuition reimbursement now available from city, utility

The best way to get ahead may be to make sure you don't get left behind. Keep your skills current.

The city and SPRWS assist employees in maintaining their education by providing tuition reimbursement for eligible coursework.

The city provides up to \$600 of tuition reimbursement per year for full-time employees and up to \$300 for part-time staff.

The utility will provide up to \$2,500 per year for full-time employees and up to \$600 for part-time staff. With city and SPRWS benefits combined, a full-time employee could be reimbursed up to \$3,100 for coursework taken as part of an accredited program.

If you are interested, now is the time to apply. Funds are available on a first-come, first-served basis.

Forms are available in Documentum under employee documents.

For more information on these employee benefits, contact Sandy Kimbrough at 266-6510 or Kate Moen at 266-6693.

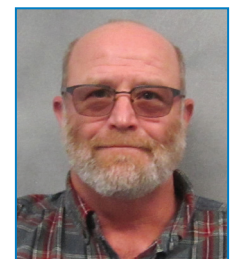
Utility promotes Kiecker, Brown; Hires Schmidt as stores assistant



Jeremy Kiecker



James Brown



Ronald Schmidt

Jeremy Kiecker has moved from distribution to the business division where he will be working as a water meter tech. He started his new job on Jan. 17.

James Brown had been interning in the water quality lab and has been hired as a full time water lab tech I as of Jan. 15.

Ronald Schmidt started as stores assistant in the warehouse as of Jan. 17.

Congratulations to all of the utility staff on their promotions.

Welcome to Ronald!