

*Work your
entire shift*

Troje hired

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*Our mission is to provide reliable,
quality water and services
at a reasonable cost.*

The Pipeline Express

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Final online training classes added for the rest of the year

Are you caught up on your UL online training sessions?

Most employees have been making steady progress in completing their required courses. Most courses last between 10 and 30 minutes, so can easily be completed in one sitting.

At this point, all remaining training for the rest of 2015 has been assigned out to each employee. This will allow you to work ahead if you'd like or plan around any holiday or vacation time towards the end of the year.

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High temps bring in crowds to Highland tower



Ben Feldman, engineer, and Richelle Nicosia, water utility tech., talk to one of the many visitors to the Highland Park water tower on Sunday, Oct. 11. The record-breaking temps reached 85 degrees on Sunday and brought in 1,321 visitors. Saturday was also warmer than average at 73 degrees, and saw 908 visitors to the tower for a total of 2,229 visitors over the open house weekend.

Give to the cause of your choice during charitable giving campaign

The annual charitable giving campaign gets underway October 21.

This once-a-year campaign provides you with an opportunity to give to the cause of your choice through the convenience of payroll deduction.

Whatever the cause, there is something for you to identify with in the 18 federations you can use to select the organization of your choice. There are more than 150 organizations to give to at United Way alone.

Three main federations allow designated contributions to any non-profit. All provide the convenience of payroll deduction, which will save you time and spread your donations out over the course of the year.

So, if you don't see your cause listed, you can register the name and address of your favorite charity's headquarters and use that to do your annual giving.

Employees are encouraged to give to the causes of their choice—for as little as \$1 a paycheck or a one-time gift in any amount.

The campaign will end on Monday, November 2. Contact Jodi Wallin at 266-6308 or Jodi.wallin@ci.stpaul.mn.us if you have questions. If you are unable to give online, a paper form can be provided.

Additional information is available at <http://spnet/charitablegiving>.

Make sure you are working your entire shift

Every day we punch in to the office, whether that office be a desk, a truck, or another piece of equipment. When we are done with the day, we punch back out, signifying that we worked our full schedule for the day. We need to make sure that our punched in hours match our work hours. Not rounded up or rounded down work times as reported in TASS, but our actual work times.

If we are scheduled to work from 8 a.m. to 4:30 p.m., then those are the same hours that should appear on our time sheets. Not 8:07 a.m. to 4:23 p.m. even though TASS would round those hours to be the full eight hours; that would be reporting in seven minutes late and leaving seven minutes early.

Tardiness is not acceptable, so if your start time is 7 a.m., then 7:01 a.m. is late. Similarly, leaving early is not acceptable. If your end time is 3:30 p.m., then leaving at 3:29 p.m. is leaving early, no matter what that time gets rounded to in TASS.

When you sign your timesheet every two weeks, you are signifying that those eight hours (or more if you

worked overtime) are the hours you actually worked. Falsifying timesheets is a cause for discipline.

Each eight-hour shift should include a half an hour of punched out time for lunch. That time is automatically punched in and out for you if you work more than six hours. Don't delete those punches unless something extremely unusual caused you to have to work through lunch. These rarities need to be approved by a division manager.

You are expected to work productive hours throughout your work day, as well.

These are the minimum requirements of any job at SPRWS.

Expectations of these time adherence policies will be shared with you by your supervisors. If you have any questions or concerns about these policies, please direct them to your supervisor.

Be aware that to ensure adherence to these policies, TASS punches will be audited. Those out of compliance with the policies can expect to be disciplined.

Retiree Engen passes away

Grant Engen, age 85, formerly of Birchwood, Wisc., passed away peacefully on September 22, 2015.

Engen started at the water utility in 1953 as a ditch digger and became a water serviceman in 1958.

He was promoted to water service foreman in 1963. This is the title he held at his retirement in 1986.

He is preceded in death by wife, Marge. He is survived by children, Heather Boston, Deborah (Tom) Wilkens and Grant J. Engen.

Our condolences to the Engen family.

Preparing for flu season



Andrea Flohr, storekeeper, prepares for a flu shot to keep this year's flu season at bay. The shots were free to all employees with their Health Partners insurance card during benefits enrollment on Oct. 7

Utility hires Joel Troje

The water utility hired Joel Troje as a water control systems information technician as of September 26.

He reports to Larry Larsen in the treatment plant.

He is also the person to see if you need your badge renewed.

Please welcome Joel to SPRWS!



Joel Troje

Final annual online training classes added

[Training continued from page 1](#)

You should have already received messages from puresafetysupport@safetysupportUL.com in your in box letting you know about the new coursework.

Make sure you are keeping on top of the classes. Remember, the courses are required and if not completed by the Nov. 30 deadline, disciplinary action may be taken.

If you are having trouble with any of the classes, contact Racquel Vaske in human resources for assistance. Her phone number is 651-266-6815.