

Online safety training courses scheduled for 2016

This year's safety courses online are all posted to each employee's UL safety training page.

All of the courses for the entire year are laid out, though employees are not expected to finish all of the courses until the end of the year.

Putting all of the courses up at once allows employees to take the training as time allows on their own schedule, rather than assigning courses monthly.

Each work unit was assigned different training based on safety needs as well as based on schedules designed with each manager. Emails were sent out when the assignments were made earlier this month. That means that employees must remember to log into the UL Safety Training site to check on their assignments and complete those assignments when they are free to work on them.

Each training topic requires employees to click through a presentation as well as pass an exam (70 percent or better). The exam must be taken as many times is needed in order to pass.

Once each component of a training is completed, (presentation, quiz, and sometimes additional documents such as a SPRWS policy review) the portal will move that topic to completed training.

This online system allows

Diversity and Change Management: Not Just for Managers



- The following skills can help employees adjust to changes in the workplace:

- Emotional intelligence: The ability to recognize their emotions and how they are expressed



Safety training has been scheduled for 2016. This image is from racial diversity training, one of the human resources components of the training courses. Check <https://ulworkplace.puresafety.com> for the courses you are required to take.

SPRWS the ability to train employees on a variety of topics in addition to safety, including human resources, driving, and supervisory skills.

Managers and supervisors decided which training is applicable to the employee work unit. Each employee has a mandatory responsibility for completing the assigned training in a timely manner.

The training room located on the first floor of the administration building allows up to 12 employees at a time to work on training.

The UL Safety Training website is in the computer favorites under UL Safety Training or at <https://ulworkplace.puresafety.com>.

In order to log in, use the company name (SPRWS), the employee user name, and a password.

To help with any trouble accessing the site, or recalling a user name or password, please contact Debbie Szulim at 266-6263.

Remember, the password is case sensitive.

For questions or concerns about the material, please contact the appropriate supervisor or Racquel Vaske at 266-6815.

Make sure to check the junk mail box for an email from PureSafety-Support@support.ul.com if the site has not yet been accessed to take classes.

Recycling holiday lights brings in 120 pounds of lights

Thanks to everyone who brought in holiday lights for the holiday lights recycling program.

The city brought in about 120 pounds of lights!

SPRWS was one of the top three city departments to gather lights for this project, gathering at least one bin full of lights.

For those who might have missed getting their lights in on time, there are year-round collection sites available throughout the state, including Ramsey County Hazardous Waste Facility and Washington County Environmental Center in the metro area.

To find a location near you, go to <http://recycleminnesota.org/recycle-your-holidays/>

SPRWS wins Emmy award for 2015 event



The Board of Water Commissioners posed with the Midwest Regional Emmy award (held by Steve Schneider) at the Board of Water Commissioners meeting held on Feb. 9. The award was for Hockey Day Minnesota 2015 - Saint Paul to Kuwait, televised on Fox Sports North. The special Governor's Award Emmy is given to a non-profit organization who has contributed to the forwarding of a cause. SPRWS helped in Hockey Day Minnesota 2015 by flooding Holman Field; staff from SPRWS worked with the producers of Hockey Day Minnesota 2015 to create the ice rink from which the event was filmed and broadcast, both to national audiences and audiences in Kuwait. From left are Mara Humphrey; Rebecca Noecker; Will Rossbach; Matt Anfang, current board president; Steve Schneider; David Meisinger; Chris Tolbert; Pat Harris, past board president; and Amy Brendmoen, current board vice president.

Are you a new employee? Orientation class offered

Are you a relatively new employee at SPRWS? Someone hired within the last year, but has not yet attended a new employee orientation workshop?

There is such a workshop coming up on Tuesday, February 23, 2016. It will take place from 8:15 a.m. to 2:30 p.m. in room 42 of the city hall/courthouse basement. A light lunch will be provided. Jerome Sakpeider from the city's department of human resources will facilitate this workshop.

As a new employee, you will learn about:

- City Structure, Policies and Values
- Valuing Diversity, Inclusion, and Racial Equity
- Customer Service Philosophy
- Employee Benefits
- Safety and Work-Related Injury Procedure
- Deferred Compensation

- Information Security Awareness
- Other Pertinent Information

To attend this workshop, you must get verbal approval from your supervisor.

Once you have approval, email jobs@stpaul.gov and include your name, your title, your employee group (if known) and your department.

You will receive an email if changes occur to the session; otherwise, consider yourself registered.

For more information, go to http://spnet.ci.stpaul.mn.us/depts/humres/new_employees.html. Or, go to SPNet, click human resources, then for new employees. Or call Jerome Sakpeider at 266-6533.

If you are unable to attend this workshop, there are more scheduled for May 24, August 23, and November 15.