

Late/early punches in TASS resulting in unintended OT

TASS is our time accounting system and allows management to track time worked.

The time records were recently reviewed, revealing some topics that need to be addressed, according to an interoffice memo circulated on Feb. 23 by Steve Schneider and Jim Graupmann.

The first is an increase in small instances of over-time, (15 to 30 minutes), due to clocking in early or out late. These are not instances of working pre-approved overtime, but rather errors in punching in or out in a timely manner.

All employees are expected to punch in and out in a timely manner. If there is an error, and overtime was clocked due to punching in too early or out too late, the employee is expected to have that punch modified by a supervisor to bring it back in line with the correct work time.

This is keeping in line with the expectation that overtime is assigned in advance and furthers a work purpose. Supervisors who approve overtime should be prepared to account for the value of the work performed on overtime.

Lunch breaks must be taken

Another discovery from the recent examination of the TASS system is instances of deleted punches indicating that lunch break is not being taken.

Lunch is a time for refreshing oneself; a time to rest and reenergize for continuing on with the work day. Employees who work 8-hour days are required to take lunch breaks according to both state law and city policy. This includes during overtime or emergency shifts.

Breaks can be staggered between on-duty employees during emergencies to allow for the mandated breaks. Regardless of the situation, breaks must be allowed and taken by employees.

Deleting lunch break punches is not allowed.

Any questions on either lunch or overtime can be directed to a division manager.

Recycling gets a make-over at the water utility



Aubrey Fonfara, environment program assistant with the city of Saint Paul, reviews the new recycling program at Saint Paul Regional Water Services at an informational meeting on February 25 in the cafeteria.

SPRWS has been doing a great job of recycling many materials. There are new signs, containers and instructions around that we hope will make it even easier. Over the past few months we have been reviewing our recycling efforts and working with the city on their new recycling program. The goal of this project is to make it easier to recycle and move to the city's recent change of their All-In recycling program improvements.

These new improvements started in February and can be seen all around the campus:

- New or upgraded recycling containers replaced outdated or broken bins.
- New, clearer signage on public space bins with pictures to help make recycling more understandable.

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Water utility worker I; post closes March 7

The water utility has posted an opening for water utility worker I. The posting closes at 4:30 p.m. on Monday, March 7, 2016.

Water utility worker I's perform manual labor in construction, maintenance, repair of streets, sewers, water mains, right-of-ways and on grounds and buildings. They respond to emergency situations when needed. They must adhere to all department and OSHA safety rules, regulations and policies.

A high school diploma or GED and a valid driver's license are required.

Apply online www.stpaul.gov/jobs and select current openings/water utility worker I for more information.

John Schneider retires after nearly 30 years

John Schneider, water system worker II, retired as of Feb. 29, 2016. His last day in the office was Friday, Feb. 26.

Schneider started with the city in 1986 in parks and recreation as a park aide. The next year, he also began working under the title zoo keeper I. In 1991, he became a parks worker.

He came to the water utility in 1993 as water system worker I, a position he held until his promotion to water system worker II in 2003. This is the job from which Schneider retires.

Congratulations and best wishes on your retirement, John!



John Schneider

Two new faces can be seen at SPRWS

Two new faces can be seen around SPRWS.

The first is Mason Johnson. He is an intern working in maps and records.

The second is Stephanie Thompson. She is a part-time temp working at Lynda Preciado's old desk in the treatment plant.

Please welcome both of them to the water utility.



Mason Johnson



Stephanie Thompson

Recycling gets a makeover at the water utility

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- New labels on desk-side and shared space recycling bins and trash cans.

Most recyclable items can be placed in one bin including paper, plastic, cans and glass. This should make recycling easier and more convenient. We no longer need to separate most recyclables by type. All of the sorting is done after collection.

Recycling center areas are located in both the plant and the administration buildings for one source collection and specialized items including rechargeable batteries, CFL light bulbs, cardboard, and ink cartridges.

Cardboard will continue to be collected separately due to the bulkiness. Please make sure to break down all boxes. Tools to help with this are available next to the bin.

Other items such as brass, wood and cast iron will continue as before.



The new recycling center under the stairs by the east entrance of the administration building features spaces for cardboard, the "All In" container for a mixture of recyclables, CFL lighting, toner cartridges and rechargeable batteries.