

Many have more than 120 hours on the books

Use your vacation over 120 hours or risk losing it

Make sure you use any vacation hours above 120 by the end of the year this year or risk losing them.

Any hours left above 120 will be lost on January 1, 2017, if they aren't used by December 31, 2016.

Only under highly unusual or extreme situations will vacation carry over be allowed through March 31, 2017. This should be a rare exception. Any requests for vacation carryover should be sent to Racquel Vaske by October 31.

Take a look at your remaining vacation days in TASS to see if you will have more than 120 hours left to use at the end of this year.

You can look at your future vacation hours in TASS by clicking on the magnifying glass image under the heading "available leave balances" on the time card main screen. After clicking on the magnifying glass, a screen will pop up that says balance. Choose vacation on the drop down menu and click on the show future box in the right hand corner. Scroll to December 24 and check to see how many hours you have remaining for the year. If you have more than 120 hours showing, you have several months to make plans now to use those hours in excess of the 120 you are allowed to carry over.

Though your vacation hours can be used up to and including December 31, 2016, that number in TASS will give you a very good idea of how many hours you have remaining.

If you aren't TASS savvy, see Racquel Vaske in human resources for a report on how many hours you currently have remaining.

Make plans now to use those hours before the end of the year rather than risk losing them.

McCarrons open house draws 235 visitors to tour of plant



Joe Tronson, meter tech lead worker, discusses water meters with visitors to the plant at the McCarrons open house on Oct. 6. The open house was held from 2 p.m. to 7 p.m. with 235 people going on tours of the treatment plant. The lobby area contained Joe's display of water meters, engineering's look up of lead service lines in property, and distribution's movie on partial lead service line replacements and samples of lead and copper service lines. There was also a historic display of artifacts from the utility and a general information table where people could get additional information about job possibilities.

Get ready for retirement; sign up for classes due today, Oct. 14

Are you planning on retiring in the next 10 years? Then make plans to attend the pre-retirement planning seminar; sign up is due today, Oct. 14.

This is a long-range planning seminar designed to help you take practical steps now to spend your retirement years as you choose.

The next seminar is scheduled from 8:30 a.m. to 12 noon on Wednesdays, Oct. 19, 26 and Nov. 2 in rooms 40 A & B in the basement of city hall.

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Plant adds plant workers

The water treatment plant has added two water plant workers to its ranks.

Randy Barnes and Corey Horvath were both promoted to water plant worker as of Sept. 19.

They both report to Chuck Kavaloski, water production supervisor.

They had both been water utility workers in distribution prior to their new jobs.

Congratulations to Randy and Corey on their new positions at the water utility!



Randy Barnes



Corey Horvath

Get ready for retirement; sign up for classes due today, Oct. 14

[Retirement continued from page 1](#)

Topics include:

- Social security
- Public pensions
- Legal readiness
- Estate planning
- Financial planning
- Deferred compensation
- Employee benefits
- Enrichment opportunities

Registration is limited to 50 city employees, and will be on a first-come, first-serve basis. Only register for the seminar if you are able to attend all three sessions. To register, after obtaining supervisor approval, email or call Gracie Bernal at 266-6498 or gracie.bernal@ci.stpaul.mn.us. Please include your department and phone number.

Registration deadline is today, Oct. 14.

Retiree Beverly Sullivan passes away on Oct. 5

Beverly Sullivan, retiree and a nearly 40-year employee of the water utility, passed away on Oct. 5, 2016. She was 86 years old.

Beverly started work for the utility in January of 1949 as a junior billing machine operator.

She became a billing machine operator in 1951.

In 1964, she became an accounting machine operator II. She took a leave of absence for a few years from 1969 to 1973.

In 1984, she became a clerk II, the position from which she retired in September of 1991.

Her funeral service was today, Oct. 14.

Interment is at St. Mary of the Lake cemetery. In lieu of flowers, her family has asked for memorials to the American Diabetes Association.



Beverly Sullivan

Water supply systems tour takes employees to lakes



Photo by Jackie Carey

Employees from several different divisions got a first hand view of the water supply system from Jim Bode, production division supervisor. Here they are overlooking the Charley Lake outlets near Pleasant Lake, where the water arrives via conduit from the Mississippi River. They also saw Sucker Lake and Vadnais Lake and the intake station on the tour, which was held Oct. 4. Interest for this tour was so high, a second, overflow tour was filled for Oct. 18 as well.

Margaret Egan joins Business Improvement Unit

Margaret Egan, an accountant IV who has been working part-time in finance, has moved to the Business Improvement Unit.

There she is working under Dolly Ludden.

The change took place on Oct. 10.



Margaret Egan

Highland Park water tower open house draws crowds

The Highland tower open house drew in 1,946 visitors to the top of tower last weekend, Oct. 8 and 9.

The annual event allows visitors to see a panoramic view of the Twin Cities during the fall colors.