

*Many have more than 120
hours on the books*

Use vacation hours over 120 or risk losing it

Fall is here and there are only a few months left in the year.

If you have quite a few vacation hours still on the books, you might want to start planning when you are going to use those hours before it gets too late in the year. Don't wait until the last minute to try to use your vacation hours.

You can carry over 120 hours of vacation into the next year, but anything over that amount will go back to the city. You will effectively lose that time off.

Any hours left above 120 will be lost on January 1, 2018, if they aren't used by December 31, 2017.

You still have a few months to get those vacation hours down to 120.

In emergency situations, it might be possible to carry over hours into the next calendar year. This must be approved by the department director and the human resources director. Requests for such carry over can be made to Racquel Vaske by October 31. The carry over must be used by March 31, 2018, if granted.

What to do with 4.3 acres where Highland reservoir sits today?



Highland reservoir No. 1 is an 18-million gallon underground water storage facility that sits atop 4.3 acres of land along Snelling Ave. in St. Paul. It has been empty for the past three years and is no longer needed for water supply in the Highland Park neighborhood. It is to be redeveloped to give it a chance to provide useful life once again to serve the area. Letters of intent were due to the Board of Water Commissioners by Sept. 8 and requests for redevelopment proposals are due to the Board by October 27.

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 23 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, 2017, that number for December 23 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 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.

Highland Park water tower open house Oct. 14 - 15

Saint Paul Regional Water Services will host the Highland water tower open house from 9 a.m. to 5 p.m. on Oct. 14 and 15. Admission is free and open to the public.

In addition to the view from the observation deck, several original Highland tower blueprints, many of which bear tower architect Clarence Wigington's signature, can be seen. The open house is designed to inform residents about municipal water and the efforts of the utility to preserve and protect water resources.

The water tower is located at the intersection of Snelling Avenue and Ford Parkway.



Highland Park water tower with the Highland reservoir in the foreground and the water tanks in the background. The historical water tower is open Oct. 14-15 to the public and offers panoramic views of downtown Saint Paul, Minneapolis, the airport and more. If you have never been up in the tower, now would be good time to see what it looks like before the redevelopment of the Highland reservoir.

Give to the cause of your choice during charitable giving campaign

The annual charitable giving campaign gets underway October 2.

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

Your favorite charity is likely to be represented by the 15 federations, which represent hundreds of organizations. There are more than 150 organizations to give to at United Way alone.

Three main federations also 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 charity or 501(c) 3 group 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.

More information is available at https://www.ipledgeonline.org/_stpaul/ where you can look up hundreds

of organizations that might be of interest to you.

There is a brief description of the organization and often links to their individual websites to find out more.

The campaign will end on Friday, Oct. 13.

Contact Jodi Wallin at 266-6308 or Jodi.wallin@ci.stpaul.mn.us if you have questions.

If you are unable to give online or would rather have a paper form, one will be provided. Just ask Jodi for one.

Sign up for 2018 benefits online by October 13

Open enrollment starts on Monday, Oct. 2 and ends Oct. 13. All benefits must be selected; nothing will carry over from previous years.

Enrollment will be online at <https://benefits.stpaul.gov>. Use your city (TASS) employee number and if you can't remember your password and need it reset, send an email to ServiceDesk@ci.stpaul.mn.us. Put Infor ESS login in the subject line and include your employee ID.

For downloadable instructions on how to enroll, go to <http://tinyurl.com/yabjz7dy>

End of season safety picnic to be held on Thursday, Oct. 5

Congratulations to everyone on another successful construction season.

Please plan on participating in the end of the season safety picnic at McCarrons on Thursday, Oct. 5. It will be outside by the picnic tables near the administration building.

New emergency planning and security supervisor Hayley Heidelberg will be speaking on safety.

Hot dogs, chips, soda and cookies will be served starting at 11:30 a.m. with games to follow.