

## CareOptions benefit available online for free

City staff introduced CareOptions, a benefit that is available to city employees through the Minnesota Benefit Association (MBA) last year. Care-Options is your go-to source for countless, valuable healthcare and wellness resources at no cost to you.

With CareOptions, you have immediate, unlimited access to an unbiased selection of health, wellness and care resources. With today's changing insurance industry, it's vital that you continue to be educated and informed about the changes that impact you and your loved ones. CareOptions is your go-to source for trustworthy, unbiased information at your fingertips and is accessible from any computer, smartphone or tablet.

After signing up for CareOptions, members will have the ability to:

- Take health, wellness and home safety assessments.
- Calculate your loss in total income and social security benefits if your work hours or days were reduced for any reason.
- Find special services to assist with a short or long-term disability.
- Locate physicians, hospitals and other providers locally or nationwide, complete with background and quality of care information. This includes assisted living, nursing homes, home health care, adult day care, homemaker services, and rehabilitation providers.
- Learn about specific medical conditions and treatment options with an up-to-date Medical and Medication knowledge base.
- Locate professional care managers and elder care attorneys in your area.
- Save hundreds of dollars on important document sets like Living Wills, Health Care Power

## Utility holds first-ever onsite spring jobs open house



*A potential employee, left, listens to Curt Wolf and Tony Palumbo, distribution supervisors, discuss the water utility worker I position while Jim Bode, production division manager, talks about an opening for a treatment plant operator in the background during an open house for spring jobs held at the water utility lobby on Feb. 13. The first of its kind event for the utility drew about 50 job seekers, mostly interested in the water utility worker I position. There were four positions posted at the time of the event, including utility aide and water utility tech. in addition to the water utility worker and treatment plant operator spots. Job seekers were able to apply online in the training lab while at the event and meet staff familiar with what each job entails.*

of Attorney, and Caregiver Agreements. Store your important documents in your own personal password-protected, encrypted file cabinet.

- Access brain teaser games to improve your cognition and memory.

You can get more information or sign up at: [www.MinnesotaBenefitAssociation.org](http://www.MinnesotaBenefitAssociation.org) and select CareOptions.

The MBA is looking forward to helping members navigate their health and wellness.

Should you have any questions about this tool please contact the Minnesota Benefit Association at 651.735.9874 or [info@MinnesotaBenefitAssociation.org](mailto:info@MinnesotaBenefitAssociation.org).

## New employee directories available to staff

The new 2018 employee directory and handbook is now available to staff.

The new publication has an expanded handbook section which summarizes key policies and expectations throughout the water utility.

There is information on using ESS to obtain your paystubs and make changes to your withholding exemptions or contact information.

In addition there are updated organization charts to see where you fit into the work place.

And of course, new photos of staff so that you can become more familiar with all of the new faces of those who joined us last year.

The directories were handed out this week to staff. Distribution workers can pick one up in dispatch.

If for some reason you have not received a directory, contact Jodi Wallin at 266-6308 to obtain one.

## Need to file your taxes? Free tax help is available

If you haven't started on your taxes and need a little help, free assistance is available at your local library from the American Association of Retired Persons (AARP). Assistance is aimed at low- to moderate-income taxpayers, with an emphasis on those 50 and older.

Since the first week in February, several sites within the city library system have been hosting tax preparation sessions. Central Library, Hayden Heights, and Rondo are first-come, first-served. Sun Ray and Highland Park are by appointment only.

Times and dates vary and are listed on the library's website.

Appointments are available through the second week in April.

You will need to bring all necessary paperwork and taxes will be filed electronically.

To find out times, dates, locations, and a list of the paperwork you will need to bring with you, check out the library's website at <http://www.sppl.org/tax>

## Check your email or UL site UL online training classes assigned to staff

All staff at the water utility have been assigned courses in the UL online training program.

If you receive email, you should have gotten emails linking to your new classes the first week in February.

If you do not receive emails, you should log into UL training and look up classes assigned to you.

Check the due dates, but if you have time now before construction season starts, this would be the perfect time to get them out of the way. The classes are specific to each individual based on their training needs.

There are new classes this year that are specific to SPRWS policies with which you should be familiar.

So, take some time to check out the classes assigned to you and make plans to complete them.

If you have questions, you can always contact Racquel Vaske at 266-6815.

## Comp time to be used or cashed out by the end of the month

Do you have more than 40 hours of compensatory time on the books? You have until March 31 to use the hours over 40 or the overage will be cashed out for you.

You can accrue up to 150 hours of comp time a year and use 120 hours. The reporting year ends on March 31 and you are only allowed to carry over 40 hours into the new reporting year.

If you have any questions, you can always ask your supervisor or our HR consultant, Racquel Vaske.

## How to access your email in Outlook from outside the office

Ever been waiting for an important email, but you are in training off-site all day?

You can access your Outlook email account from anywhere there is an Internet connection.

Go to <http://www.outlook.com/stpaul.gov>.

Log in using your work email address and password. If you are on a public PC, like those in the library, please be sure to log out when you are done.