

*Request to carry over extra hours due Oct. 31*

## Don't forget: You can only carry over 120 vacation hours

You can carry over 120 hours of vacation into the next year, but any hours left above 120 will be lost on January 1, 2019, if they aren't used by December 31, 2018.

In emergency situations, it might be possible to carry over additional hours into the next calendar year. Requests can be made to Racquel Vaske by October 31. The request must detail the reasons why you are unable to use your vacation hours in excess of 120 during this calendar year. This exception is rare, and you should not assume it will be granted.

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.

Vaske recently provided employees with information on how many hours they have left to use in excess of 120, along with any special provisions allowed by individual unions.

## Open enrollment begins next Monday, Oct. 15

Open enrollment for 2019 benefits is through the city's Employee Self Service site and begins on Monday, Oct. 15. Sign up must be completed by midnight on Friday, Oct. 26 at <https://benefits.stpaul.gov>.

There is an information session in the cafeteria on Oct. 17 to answer your questions. Field employees should come between 7:30 a.m. and 9:30 a.m. while office staff should plan to attend between 9:30 a.m. and 11:00 a.m.

## Bags tourney champions



**Will Menkhaus and Rich Hibbard, engineers, won the bags tournaments at the fall safety picnic held on Oct. 4. The tournament allowed teams to compete with employees from other departments throughout the water utility.**

## Charitable Giving Campaign kicks off on Monday, Oct. 15

The charitable giving campaign starts Oct. 15.

This is an opportunity to give to the cause(s) of your choice through the convenience of payroll deduction.

Employees are encouraged to give, even as little as \$1 a paycheck or a one-time gift in any amount helps.

You can find out more about the charities or pledge at: [https://www.ipledgeonline.org/\\_stpaul](https://www.ipledgeonline.org/_stpaul).

The campaign will end on Friday, Nov. 2.

Contact Debbie Szulim at 266-6263 or Debbie.Szulim@ci.stpaul.mn.us if you have questions.

## Safety picnic emphasizes being safe behind the wheel



**Bruce Berg, safety officer, addresses employees at the fall safety picnic with a message on driving safely: making sure to report any accidents and to call police to the scene. Employees in company vehicles represent the water utility throughout our service area every time they get behind the wheel. A few things for drivers to keep in mind:**

- **Drive safely and attentively.**
- **Avoid using a cell phone or laptop while driving.**
- **Pay attention to traffic conditions and follow signage.**
- **Stop for pedestrians in both marked and unmarked intersections.**
- **Be courteous to other drivers, even if they are not courteous in return.**
- **Report any incidents or accidents promptly.**
- **Seek medical care when needed.**
- **Fill out the appropriate paperwork in a timely manner.**

## New VOIP phones coming

The city OTC staff is switching all old Ramsey County land lines to new VOIP (voice over internet protocol) phones starting Oct. 23

The switch will begin on the second floor of the administration building on Oct. 23, followed by the first floor. On Oct. 24, work will begin in the plant on the first floor, then move up to the second floor and finish in the engine room. On Oct. 25, the remaining buildings will be done: the chlorine building, garage, warehouse and meter shop, and the lime building. Training is available in advance on Oct. 19 and 22. Sign-up is at the U drive in the VOIP Training folder.

## Are you caught up on training? Online courses due Nov. 30

Remember all of those online training classes you were assigned?

Have you been working on them?

There is still time to complete them as they are due on Friday, Nov. 30. However, don't leave them until the last minute. Work on one a week and you won't have to cram them all into one day.

You should have gotten emails from Pure Safety Support from [support.ul.com](http://support.ul.com) providing you with a link to the classes you were assigned.

These assignments were chosen for you specifically based on your position and the training required.

Each employee has a mandatory responsibility for completing the assignments in a timely manner. In this case, by Nov. 30.

If you need to catch up on your training and do not have a desk and/or PC, the 12 PCs in the training room located on the first floor of the administration building are usually available.

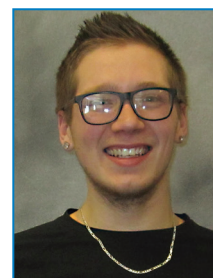
The UL Safety Training website is in the computer favorites under UL Safety Training or at: <https://ulworkplace.puresafety.com>.

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

To help with any trouble accessing the site, please contact Debbie Szulim at 266-6263.

## Travis has new title, Rice hired

Ryan Travis, who had been working for the utility as a water meter tech., has a new position as a water utility worker I as of Sept. 24.



**Ryan Travis**



**Paul Rice**

Travis will be greeting you each day as you leave the office from his position as a security officer.

He reports to Hayley Heidelberg.

Paul Rice started work Oct. 1 as a water treatment plant operator II. He reports to Chad Wrightson.

Please be sure to make them both feel welcome.