

Evacuation drill held



Rich Hibbard, assistant engineering division manager; Steve Schneider, general manager; and Steve Gleason, assistant general manager, go over accountability lists during the evacuation drill on Sept. 26 at Vadnais while business division staff gather in their designated meeting area in the background. All staff was accounted for within 34 minutes of the drill announcement. An evaluation form asking for feedback on the drill was distributed via email. Hard copies will also be distributed. Please fill out the form and return to Hayley Heidelberg via email, mailbox, interoffice mail, under the door to her office, etc.

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, 2020, if they aren't used by December 31, 2019.

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.

Contact Racquel Vaske for your most up-to-date vacation hours or with questions.

2019 open enrollment information session set

It's time to start thinking about your benefits for next year. Employees should have received information on next year's benefits in the mail.

Single medical coverage plans will have a monthly cost for some plans in 2020. Information on Medica plans is available at welcometomedica.com/cityofSaintPaul.

To learn more about what benefits are available and what they cover, a benefits book will be available starting Oct. 11 at <https://stpaulmn.sharepoint.com>.

To answer any questions you might have, an information session will be held on Thursday, Oct. 24 in the cafeteria in the administration building.

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.

Representatives from Medica, Delta Dental, Voya, MN Deferred Comp, Standard and Securian for life, short- and long-term disability insurance, long-term care insurance, etc., charitable giving campaign, and employee benefits staff (VEBA, Healthy Saint Paul) will be there.

Be aware that the city will no longer use Cielo-Star for VEBA/HRA and flex spending after Dec. 31, 2019. They have hired a new company, 121 Benefits, that will start on Jan. 1, 2020. Representatives from 121 Benefits will be at the information session on Oct. 24 to answer questions.

Benefits sign up will begin on Monday, Oct. 14. Detailed enrollment instructions will be distributed with a brochure on Oct. 13. Sign up must be completed by midnight on Friday, Oct. 25 at <https://benefits.stpaul.gov>. You will need your Employee

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2019 open enrollment information session set

Benefits continued from page 1

Self Service (ESS) log in to sign in, but the sign-up site may not be available until closer to the start of benefits enrollment.

If you do not sign up, your current benefit elections will remain in place for 2020, with the exception of your flexible spending account.

Flexible spending accounts must be enrolled in every year.

Make sure you print out a statement once you enroll, or benefits staff will be unable to assist you with enrollment issues.

It is helpful to bring a copy of your current benefits with you to the information session to make sure you get the answers you need for enrollment this year.

Flu shots are available at the information session to all employees with a Medica card, so remember to bring your Medica medical ID card with you.

End of season safety picnic to be held on Wednesday, Oct. 9

Congratulations to everyone on another successful construction season.

Please plan on participating in the end of the season safety picnic at McCarrons on Wednesday, Oct. 9. It will be outside by the picnic tables near the administration building.

Hot dogs, hamburgers, chips, soda and cookies will be served starting at 11:00 a.m.

The fire department's test kitchen fire demo is scheduled to appear.



File photo of St. Paul Fire Department test kitchen fire demo.

Highland Park water tower open house Oct. 12 - 13

Saint Paul Regional Water Services will host the Highland water tower open house from 9 a.m. to 5 p.m. on Oct. 12 and 13. 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.

Give to the cause of your choice during charitable giving campaign

The annual charitable giving campaign gets underway October 16.

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 13 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 Wednesday, Nov. 6.

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