

Capital City interns introduced



Bridget Bennett



James Brown



Abby Bowman

The utility welcomed three new Capital City interns this week. Bridget Bennett and James Brown are interning in the water quality lab. Abby Bowman is interning in the damage prevention unit.

All three began on Monday, May 17.

Report your overnight vehicle

Planning on leaving your personal vehicle in the parking lot at work overnight but aren't working? Make sure you tell security in advance. Call 651-266-6309 and provide the following information:

- Name
- Phone number
- Vehicle make, model, and color
- License plate number
- Dates that the vehicle will be parked overnight

Those vehicles that are not reported to security are subject to being towed at the owner's expense.

Beer run to benefit MNAWWA STEM

Love beer? Go on a beer run!

Sign up for the 5K Brewery Running Series. This event will benefit the AWWA Minnesota Section STEM (Science, Technology, Engineering, Math) program and bring awareness to safe drinking water.

The run takes place at 11 a.m. on Saturday, June 5 in Maple Grove and includes several watering holes along the route. Held rain or shine.

To sign up, go to <https://tinyurl.com/t66pcdew>.

Return to office guidelines established Telecommuting memo sent out

The threat of COVID-19 is decreasing across the state and nation while vaccination levels increase. As this trends continues, the utility is working to transition employees who work from home back into the office to increase collaboration and coordination.

An initial memorandum that outlines how we will move forward with the process of returning staff to the workplace as well as some guidelines for any continued remote work was sent out via email by Patrick Shea, general manager, on Monday, May 17.

"As we have all learned, conditions may change rapidly, and we will continue to work together to adapt and meet any challenges," said Shea.

This plan will be continually evaluated and updated as the utility works through it together. For now, the return to office process will be implemented as follows:

Phase One: Now - July 5

Employees are welcome to return to the office if they are interested in doing so. Many employees have already returned to the office in some capacity and we anticipate that this will continue to grow as vaccinations become more readily available. Some groups will begin a hybrid schedule (split remote and office work) to better meet the needs of our customers (internal and external).

Phase Two: July 6 – Sept. 6 (Tentatively)

It is anticipated that all employees will return to the office by July 6. Those employees who are ready to return full time are welcome to do so, but employees will be allowed to work a hybrid schedule if they prefer and with supervisor approval. The expectation will be that employees will be required to spend at least 50 percent of their time in the office. Those choosing a hybrid model will work with their supervisor to develop a routine schedule and will be expected to maintain such schedule with exceptions for additional infrequent flexibility when needed.

Telecommuting continued on page 2

Salam Hamid, water quality specialist, retires after 16 years of service



Top left, Salam Hamid runs tests in the water quality lab in 2015.

Above, Salam enters data in the computer system in 2013.

Left, Salam and his lab co-workers on May 11 in front of the treatment plant during his last full week at work. From left: Justine Roe, Steve Nystrom, Jeremy Erickson, Salam Hamid, Alex Rossow, Sarah Brown, and Che Fei Chen.

Salam Hamid retired May 19 after providing 16 years of service to the water utility.

Salam started with the utility in April of 2005 working in the water quality lab as water utility tech. I.

He was promoted to a water quality specialist I in 2007 and then to a water quality specialist II the following year.

This is the position from which he retires.

A small gathering of co-workers bade Salam farewell in the plant break room on May 19.

We wish Salam well on his retirement and future plans.

Telecommuting guidelines outlined in memorandum sent May 17

[Telecommuting continued from page 1](#)

As we develop hybrid schedules, we expect employees to be working full days either in office or at home.

The success of telecommuting and the safety around the pandemic will be evaluated throughout this summer. We are hopeful that by Sept. 7 we will be able to base decisions around telecommuting primarily from a benefit perspective rather than factors related to the pandemic.

The following guidelines have been developed to provide some expectations:

- We are public servants providing an essential service. All decisions need to be based on how we best meet the needs of both our internal and external customers.
- We support flexibility that works for all stakeholders (staff and the general public)

with the goal of improving services and making SPRWS a great place to work.

- We continue to provide a safe and collaborative work environment for all.

Workplace Flexibility

Additional flexibility and a better work life balance are two significant advantages of telecommuting that we'd like to support into the future. While we expect all employees on a hybrid model to have a set schedule, there can be infrequent flexibility as well, such as snow days.

A Safe Return to SPRWS

Changes have been made to the HVAC system to increase the amount of outside air brought into the building and ionization equipment has

been installed. Air filtration systems are located throughout the facility, including in meeting rooms. Hand sanitizing stations exist throughout the facility.

The utility will follow the guidelines provided by the state and the city of Saint Paul with regards to masking and social distancing. We will continue to update staff on the status of these items as things evolve this summer.

The city of Saint Paul continues to mandate mask wearing at all city properties and all city-licensed businesses.

Annual hearing tests will take place on Tuesday, May 25 from 5:30 a.m. - 3:30 p.m.

East entrance, admin. bldg. Avoid non-work-related loud noise 14 hours prior to your test.