Employee Connection

April 2, 2018

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Employee News

New Employees

Promotions
Chad Mittan, FIN – has been promoted to Accounts Receivable Program Manager effective March 5. His previous position was Accounts Payable Specialist.

Personalized Compensation Statements

During the week of April 2, you’ll receive your Personalized Total Compensation Statements for calendar year 2017. As a City employee, you contribute to the success of our community in countless ways, and we want to take the opportunity to thank you and to highlight the many ways the City compensates its employees for the hard work they do.

Individualized statements will be distributed for regular full-time and part-time employees. The statements detail the various forms of compensation that you receive as a City employee, as well as the monetary value of your total compensation package (earnings + benefits). The statement also details both City and employee contributions to your individual benefit selections. The City-paid portion represents the commitment the City has made to supporting each City employee. It is a value that significantly increases the employee’s compensation, and reflects the City’s ongoing commitment and dedication to compensate employees like you.

Total cash compensation refers to all earnings, not just those received in your paycheck. You’ll see the total cash compensation received includes earnings, along with vacation/flex and other leaves; holidays; and sick/LTII, for the time period of January through December 2017. All of these categories combined make up your total cash compensation for the year.

Please call Human Resources at 286-5000 if you have any questions regarding your calendar year 2017 Total Compensation Statement.

Employment Opportunities

Here is a link to view and print all job postings.

If you have questions about any of the employment opportunities, please contact Katie Meyer, x 5138.
City Manager and Director Updates

Human Resources Department

Several staff changes are occurring within the Human Resources Department. Sandi Fowler is currently serving as interim Human Resources Director while Management Resource Group works to help us recruit to fill the Director position. The search is well underway, and they are identifying candidates now.

In the department, there are currently three program manager positions—Benefits, Recruitment and Labor Relations. Our Benefits Program Manager, Bonnie Pisarik will be retiring in May, and Recruitment Program Manager Jenelle Sisneros took a promotion at another organization effective next week.

We are taking the opportunity with these staff changes to implement some of the recommendations of the 2016 Operational Review, including the creation of an Assistant Director position to add higher level management skills to the department. We are currently recruiting for a Benefits Manager, and creating an Assistant Director position that will lead the staff in recruitment, employee and labor relations, and staff development.

Other internal service departments, such as Finance’s payroll and safety areas, as well as the City Attorney’s office, are providing valuable assistance to the HR team during this transition. We appreciate their assistance, as well as the City Manager’s office, and are confident we are continuing to serve the City’s employees with high-quality services.

Roundtable Discussion with Senator Ernst

Police Chief Wayne Jerman will be participating in a roundtable discussion with United States Senator Joni Ernst on April 5th at 7:30 a.m. at Scott Community College Urban Campus in Davenport. Chief Jerman will be joined by other law enforcement leaders to discuss topics of concern to Senator Ernst, as well as those concerns voiced by Police Chiefs and Sheriffs throughout the state.

Chief Jerman is preparing to discuss school safety, the opioid crisis, and mental health issues. The meeting is closed to the media, however they will be invited to discuss the roundtable discussion with Senator Ernst and the law enforcement executives after the meeting concludes.

Amphitheatre Prairie Burn

Parks and Recreation has partnered with Cedar Rapids Fire to tentatively plan a controlled burn on the prairies at the McGrath Amphitheatre this week. Controlled burning is an important and beneficial tool for native prairie management and replicates a natural process common to Iowa’s historic native landscape. Controlled burns aid in controlling invasive plants, woody vegetation, and regeneration of the native prairie ecosystem. Parks staff, trained in wild fire management, has partnered with the Cedar Rapids Fire Department to plan the burn, contingent on necessary weather conditions that will support proper smoke management. Controlled burning is only needed every 3 to 5 years after a prairie is established.

Iowa DOT Project to Close I-380 On-Ramps

The Iowa Department of Transportation is conducting a bridge deck overlay project, which will require the closure of two local on-ramps.

Starting on Friday, April 6, the on-ramp to northbound I-380 from Wilson Avenue will close (this closure was originally scheduled for March 30, but has been delayed a week due to weather). During this closure, traffic will be detoured to southbound I-380 and 33rd Avenue to reach northbound I-380. Also starting in April, the southbound on-ramp from Diagonal Drive/L Street will be closed. Traffic will be detoured to Fifth Avenue SW to Sixth Street SW, and 33rd Avenue to reach southbound I-380. The project is expected to be completed by early September of this year.
For the month of April, we will focus on promoting healthy conflict which is the second building block in Patrick Lencioni’s 5 Dysfunctions of a Team model.

We typically consider conflict a negative thing – something to be avoided if at all possible. Excessive conflict certainly can be negative, damaging to relationships and destructive in the work place. It can divide people and stifle progress. The Merriam-Webster dictionary describes conflict as “competitive or opposing actions of incompatibilities; antagonistic state of actions. Synonyms for conflict include: battle, war, strife or dissention.

So why does the organizational health model promote “mining for conflict” and “demanding debate”? How can conflict be used in a positive way to build up teams and help us serve the public? We asked some of our city leaders to share why they think conflict in an organization can be healthy.

**Mike Duffy: Public Works:** Healthy conflict is often just challenging the norms, the way things have always been done, asking questions or providing a solution needed for improvement. It is where some of the best ideas come from.

**Jenelle Sisnero: Human Resources:** “Conflict is inevitable but combat is optional” -Max Lucado. Conflict is a natural part of life and the work environment, it doesn’t have to be intimidating. It is important to be comfortable with conflict for the sake of the team. It is also important to be a good team member which includes encouraging others to address conflict who may be less comfortable, to bring it out into the light where it has a chance for real resolution.

**Mitch Mensen: Fleet:** “Through conflict comes change, through change comes muddy waters. As we pull each other out of the muddy waters, we find ourselves cleansed and rejuvenated ready to help each other through the next pool of muddy waters.”

The winners from March Word Scramble are:
- Pamela Murdock, Finance Department
- Theresa White, Parks and Rec
- Tina Kelchen, Water Engineering Division

**WORD SCRAMBLE:**

How does healthy conflict strengthen our team to strengthen our city?  
Letters: YAEETRVL/C

Healthy conflict promotes new ideas and causes us to think more ________.

Unscramble the letters to answer the FAQ above. Click [here](#) to provide your response and be entered in the monthly org health drawing.

For more information about the organizational health initiative at the City of Cedar Rapids contact: Sue Sager, Organizational Development Manager, [s.sager@cedar-rapids.org](mailto:s.sager@cedar-rapids.org) 319-777-1699.
Diversity and Inclusion Training for Supervisors, Managers and Directors

In order to equip leaders with the knowledge and tools they need to effectively lead within the city, we are providing a training session on Diversity and Inclusion on **Thursday, April 19, 2018**.

**Who should attend?**
Required participation includes individuals who:
1) Supervise one or more full-time, part-time or seasonal staff member
2) Attend monthly manager meetings
3) Deemed appropriate by the department director

**Who is the speaker?**
Diversity and inclusion training will be provided by Sandy Cross, Senior Director of Diversity and Inclusion of the Professional Golfers Association of America (PGA). Located in Palm Beach Gardens, Florida Sandy brings a wealth of knowledge and experience to diversity and inclusion training. Sandy is responsible for strategy, development and execution of a comprehensive, ongoing diversity and inclusion platform at PGA. Sandy will share her insights and help us consider the benefits of creating a more inclusive work environment.

**When will it be held?**
Thursday, April 19 9:00 – 11:00 AM OR 2:00 – 4:00 PM (This training replaces the April 19 Manager’s meeting)

**Where will it be held?**
Whipple Auditorium in the Public Library

**How do I register?**
Sign yourself up through PeopleSoft or have your department contact assist you.
   Course Code: DIV100
   Course Sessions: 9:00—11:00 a.m. (0001) | 2:00—4:00 p.m. (0002)

For more information, contact Sue Sager, Organizational Development Manager, at s.sager@cedar-rapids.org or 319-286-5080.

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*We’re hiring and we need your help!*

Our best staff are referred to us by people like you. We are looking for you who know who are interested in working with the public in a fun, outdoor environment while enjoying their summer. Please send us your sons, daughters, nieces, nephews, friends and neighbors.

Job descriptions and applications are available at http://bit.ly/CRSeasonalJobs
Please join us for a new speaker series featuring City employees highlighting programs and initiatives that impact our residents. Open to all employees in any department.

FEATURED TOPIC

Tree Inventory and EAB Update
PRESENTER: Todd Fagan, Arborist / Landscape Architect

Understanding an urban forest's structure, function and value can promote management decisions that improve human health and environmental quality. Todd will present findings from the City’s tree inventory. Learn about the characteristics of the tree cover and the benefits it provides including the pollution removed, air quality improvement, carbon stored, and structural value. Todd will also provide a brief update on the Emerald Ash Borer management plan and the potential impact of infestations.

Friday, April 6 | 12:00 – 1:00 pm
Water Admin. Building, Steven J. Cook Memorial Conference Room - North

Friday, April 13 | 12:00 – 1:00 pm
City Services Center, Five Seasons Conference Room

FREE LUNCH FROM JIMMY JOHNS!

Please RSVP to either session by Monday, April 2 to participate and reserve your lunch. RSVP by emailing citymanager@cedar-rapids.org
The Civil Rights Commission is holding their 4th Annual Fair Housing Poster Contest in honor of Fair Housing Month (April) and the Fair Housing Act’s 50th Anniversary! The contest is open to K-12 students in Cedar Rapids area schools. First place winners will receive $500 towards post-secondary education through a College Savings Iowa 529 Plan. The deadline for submissions is Monday, April 16, 2018. Please see our website cedar-rapids.org/civilrights for an information packet and further information on the contest. Information packets are available in English, Spanish and Swahili.
City of Cedar Rapids
2018 Health Screenings

The City of Cedar Rapids continues to partner with Health Solutions to provide all covered employees and covered spouses the opportunity to participate in the Wellness Program.

Screening Deadline: April 30, 2018
Online HRA Deadline: April 30, 2018
Consultation Deadline: May 31, 2018
*Complete Health Coaching (if applicable)
Earn your 2019 Incentive!

To sign up for a health screening or download a health form, visit your wellness portal: WWW.MyHealthyWithHSI.com/CityCR
Or contact Health Solutions at 888-362-5920 (toll free).

You can also refer to the enrollment letter that was mailed to your home for detailed instructions on how to complete the program steps.

*Nothing to eat or drink, besides water, for 10-12 hours prior to your appointment. Please drink plenty of water and take medications that do not need to be taken with food.

A solution just for you

If you have questions regarding the health and wellness program, please contact:
Customer Care
(319)362-2409 or info@hsi-rx.com
NEW and Improved!
Wellness Points Incentive Program!

Get moving and earn prizes! By engaging in physical activity you can earn Wellness Points, which can be redeemed for excellent prizes such as Wellness t-shirts, drink tumblers, insulated lunch boxes, personal training sessions, massages and even a chance to earn a 10-week Farrell’s membership!

Here are the details:
- 2018 Wellness Points Challenge: Open Jan 1 through Dec 31
- Log in to your personal Health Solutions account: www.myhealthywithhsi.com/citycr
- Under the “Challenges”, Click “Enroll” under 2018 Wellness Points Challenge
- Start tracking activity!
- You can track your activity by syncing your fitness device, OR
- You can manually enter your activity, including any activity starting on Jan 1, OR
- You can track your activity using a paper tracker (see your Wellness Ambassador for more information)
- Other ways to earn Wellness Points:

<table>
<thead>
<tr>
<th>Wellness Activities</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending a Wellness Presentation or Event</td>
<td>25</td>
</tr>
<tr>
<td>Attending/participating in the Wellness Health Fair (March)</td>
<td>25</td>
</tr>
<tr>
<td>Bike to Work Club or Events</td>
<td>25 club and 25 event</td>
</tr>
<tr>
<td>Blood Drive</td>
<td>25</td>
</tr>
<tr>
<td>Mammogram, Physical, Colonoscopy, Dental, Eye</td>
<td>25 each</td>
</tr>
<tr>
<td>Health Risk Assessment + Screening + Consult</td>
<td>200 pts</td>
</tr>
<tr>
<td>Graduate from Coaching, if applicable (Health Solutions tracks)</td>
<td>100</td>
</tr>
<tr>
<td>Participate in Maintain Don’t Gain</td>
<td>50 participate + 50 maintain</td>
</tr>
<tr>
<td>Participate in Weight Loss Challenge</td>
<td>50 participate + bonus</td>
</tr>
</tbody>
</table>

NOTE: To enter points for above listed Wellness Activities, go to the activity tracker and enter “walking” and calculate the minutes of activity as: Points Earned (above) x 15 minutes = total minutes of activity.
Example: If attending a Wellness Presentation: 25 points earned x 15 minutes = 375 minutes of walking

- At the end of each quarter, you may redeem your Wellness Points for select prizes OR you may bank your points to use later in the year for larger prizes! See your Wellness Ambassador for an Order Form.
- Every 15 minutes/2000 steps/1 mile = 1 Wellness point. Maximum points you can earn: 3500
Friends of Usher Ferry

Support a local cause and go out for dinner. The board of "Friends of Ushers Ferry" is hosting dinner Tuesday, April 10 from 4:00-8:00 p.m. at Panera Bread in northeast Cedar Rapids to raise funds for Ushers Ferry. Please mention that you are eating for "Friends of Ushers Ferry" to the cashier, or show a print/electronic version of this flier.

Friends of Ushers Ferry is a non-profit in Cedar Rapids with the mission to develop and implement plans to attract financial aid and in-kind resources to sustain and expand Ushers Ferry Historic Village as a regional attraction.
During the month of April, the CR Care Committee is collecting donations for Last Hope Animal Rescue.

Last Hope is a non-profit, all-volunteer animal rescue group in Cedar Rapids. Most of their animals come from local kill shelters, as their time has run out due to any number of reasons. Their purpose is to save as many animals that they can and then place them into loving, forever homes. AdoptHope.org

Items Needed:
- Treats
- Toys
- Pill Pockets
- HE Laundry Detergent
- Bleach
- Garbage Bags, Kitchen Sized
- Kitty Litter
- Gift Cards To: Theisen’s, Menards, PetCo, PetSmart...
- Natural Balance Lamb & Rice Dog Food (canned or dry)
- Royal Canin Mother & Baby Cat Food (canned or dry)

 Donation baskets are located throughout the CSC. Please bring monetary and gift card donations to Jourdan Jiruska, in Public Works. Be sure to check the Employee Newsletters during the month of April for featured animals in need of loving homes.

This week’s featured animal available for adoption through Last Hope Animal Rescue:

Hi, I’m Shadow! I am a nearly 4-year-old lab mix and I’m convinced I’m a lapdog! I love to be with people, but I’m very well behaved in a really big crate when home left home alone. I really like other dogs, but I need a home of my own because I’m not the best at sharing. I am curious about cats and chase them a little, but have gotten along pretty well with everyone that I have met so far! I LOVE to play and will “hound” you until you finally put my toys away or wear me out! I really like walks and living with someone who is active with me and likes to run/walk would be a really good match for me, but not required as long as you’re willing to play a few times a day! I can jump really high, so a tall fence is a good idea in my forever home. I’m a pretty big boy and I really like to play, so kids over the age of 10 are best.

The adoption fee for Shadow is $250 which includes neuter surgery, being up to date on vaccinations, a microchip, and a free obedience class. If you’re interested in Shadow, please complete an application on our Last Hope’s website adopthope.org or email adoptions@adopthope.org.