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.

Employee News

New Employees

Brandon Grieder, Fire – Firefighter (Day) EMT effective April 8. Brandon comes to us from Van Meter in Cedar Rapids.


Jordan Hostetler, Engineering – Engineering Intern II effective April 8. Jordan comes to us from the City of Iowa City.

Employee Promotions & Transfers

Tyler Lundtvedt, Fleet – has been promoted to Auto Equipment Mechanic II effective March 28. His previous position was Auto Equipment Mechanic I.

Employee Retirements

Todd Hagen, Fire – is retiring on April 27. Todd started with the City January 3, 1990. His current position is Firefighter (Shift).
City Manager and Director Updates

Spring Cleaning
Melted snow and rain events have pronounced the presence of litter in our community. Solid Waste & Recycling Division crews have been cleaning litter along I-380 and have collected 147 bags to date. In addition, crews have collected 1.2 tons of litter using the mini litter vacuum on city streets since January. The Public Works Department scoops up approximately 3,000 tons of discarded sand and other material each spring during street sweeping. The sand can be recovered for reuse, cutting down on landfill trips, waste, and costs. Our first neighborhood spring cleanup event will be this weekend with the Northwest Neighbors Neighborhood Association, where residents can take the 1-Bag Challenge and also work on yard beautification projects. This effort is supported by an extended branch and brush collection through the Solid Waste & Recycling Division and a mobile tool library provided by local neighborhood revitalization nonprofit Matthew 25.

Neighborhood City Manager 1-Bag Challenge Events:
April 20, 2019 | Big Bang Foundation neighborhood event in Redmond Park
April 27, 2019 | Westdale Neighborhood Association
April 27, 2019 | Kenwood Park Neighborhood Association
*April 27, 2019 | 9–11:30 a.m. | Wellington Heights Neighborhood Association
*May 5, 2019 | 9–11:30 a.m. | Taylor Area Neighborhood Association
*May 11, 2019 | 9–11:30 a.m. | Oak Hill Jackson Neighborhood Association
Throughout Spring | Adopt-a-Road & Parks volunteer group cleanups
June | City employee volunteer lunchtime cleanups
*Denotes event supported by extended branch/brush collection and mobile tool library.

City Podcast
We recently launched a new monthly podcast aimed at providing Cedar Rapids residents with an inside look at City programs, projects and issues. The podcast, called “Inside Cedar Rapids,” will feature interviews of City staff as they share details and answer questions about a variety of topics of interest to residents. The first episode is available now, and covers the timely topic of Spring flooding and flood control, with an inside perspective from Jen Winter. Jen talks about what residents need to know about flooding, and how her team monitors and reacts when flooding occurs. The Inside Cedar Rapids podcast is available at cityofcr.com/podcast, on iTunes, and anywhere you normally listen and subscribe to podcasts.

Information Technology Department
Community School Involvement
Wilson Middle School has been taking the opportunity to teach students about the ArcGIS On-line Software Suite. Over the last four weeks, Adam Galluzzo and Jared Suchan have been leading this effort by demonstrating map layers, GIS features and elements to make an informed analysis.

Kirkwood Community College is hosting a High Tech Girls Day for local 7th to 12th grade students. Julie Macauley presented to this group the morning of Friday, April 5. This is an initiative of the Business & Information Technology Department at Kirkwood to promote interest in a technology field.

Register to Attend the Next City Manager’s City Update on May 30
All City employees are invited to join City Manager Jeff Pomeranz for his May 30 City Update event. This is your opportunity to visit with the City Manager and hear Jeff discuss City topics and answer questions submitted by you and other employees.

Thursday, May 30
8:00 to 9:30 a.m.
Downtown Library
Breakfast: 8:00 to 8:30 a.m. Beems Auditorium
Presentation and Questions: 8:30 to 9:30 a.m.
Whipple Auditorium
All City employees are invited and encouraged to attend. The use of flex time will not be required.

Space is limited, so please RSVP to Citymanager@cedar-rapids.org to reserve your seat. A response is required by Friday, May 24 to help us plan for breakfast.

Do you have a City related question you would like addressed by Jeff? Submit your questions to citymanager@cedar-rapids.org. Jeff will address as many questions as possible at the event.
Keeping Employees Informed

APRIL 8, 2016

Reminder to non-bargaining employees: The deadline for submitting your Job Description Questionnaire (JDQ) is this THURSDAY, APRIL 11.

Leadership team has until THURSDAY, APRIL 25, to review all of their employee’s JDQs and submit to HR. Directors must sign off on all JDQs before submitting them to HR.

Key Steps for Non-Bargaining Employees:

1. Download the JDQ from @CR@Work.
2. Start now! Do not wait until the last minute—many employees have found it challenging to reflect on everything they do and to categorize and document it appropriately. Give yourself plenty of time.
3. Focus on major duties and responsibilities, not individual tasks.
4. Categorize your tasks into main themes or overarching descriptions.
5. Fill out the form completely and submit to your direct supervisor by April 11.

Frequently Asked Questions

We are still in the process of collecting and responding to various FAQs. Please continue to submit your questions to wagereview@cedar-rapids.org and we will include them in an upcoming publication. You can also read more about the study on CR@work.

VIDEOS

ONLINE: CR@WORK

Videos of both the Employee and Leadership Information Sessions are available online

WAGE REVIEW IMPLEMENTATION TEAM

Sandi Fowler
Deputy City Manager

Casey Drew
Finance Director

Teresa Feldmann
Human Resources Director

Emily Broen
Communications

Maria Johnson
Communications

Kate Schaefer
Human Resources

Sarah Schrobligen
Finance

April Wing
City Manager’s Office

QUESTIONS

ABOUT THE STUDY?

EMAIL
wagereview@cedar-rapids.org

CR@WORK
Under “Employee Resources”
I’m Glad You Asked!

A recent question was...

“How are we integrating Organizational Health concepts into the city culture?”

There are a number of ways we are integrating Organizational Health concepts into the City culture. These include:

- **Hiring process** – During the interview process, job applicants are asked questions about Organizational Health and the City Core Values.
- **New Hire Orientation** – Revisions have been made to the New Hire Orientation program to include Organizational Health, City Core Values and MBTI personality types.
- **Performance Reviews** – The performance appraisal form and subsequent discussions have been modified to include Organizational Health concepts.
- **Training** - All employees receive a minimum of one hour of Organizational Health training annually. Optional training is available to all employees on a monthly basis. Additional team training is available upon request.
- **Team meetings** - Employees experience Organizational Health concepts when they meet with their leaders and team members in daily, weekly, monthly and quarterly meetings.
- **Materials** – Reminder of our commitment to Organizational Health can be found on our employee badges, computer screen savers, building display screens, conference room calendars, table tents and in vehicles throughout the city.
- **Recognition** - Employees submit and receive recognition through the Values in Action Recognition Program which recognizes Organizational Health concepts.

Thought for the week from the Positive Impact Test in *How Full is Your Bucket?* By Tom Rath and Donald O. Clifton: Are you more productive when you are around positive people?

For more information on Organizational Health contact Sue Sager, Organizational Development Manager at s.sager@cedar-rapids.org or 319-286-5267
# 2019 Health Screenings

The City of Cedar Rapids provides all employees and covered spouses the benefit of a comprehensive wellness program. Employees covered by the Company’s medical plan must complete a screening to receive an insurance premium discount for the 2020 medical plan.

**DEADLINE EXTENDED to May 31, 2019**

Attend an onsite screening from the dates below or visit your wellness portal for other screening options.

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Department - Barta Classroom</td>
<td>4/12/2019</td>
<td>7:30am</td>
</tr>
<tr>
<td>Health Solutions Office</td>
<td>4/13/2019</td>
<td>7:30am</td>
</tr>
<tr>
<td>Police Department - Barta Classroom</td>
<td>4/18/2019</td>
<td>6:30am &amp; 4:00pm</td>
</tr>
<tr>
<td>Police Department - Barta Classroom</td>
<td>4/24/2019</td>
<td>6:30am &amp; 7:00pm</td>
</tr>
<tr>
<td>CSC - Time Check Hall</td>
<td>4/25/2019</td>
<td>6:30am</td>
</tr>
<tr>
<td>Health Solutions Office</td>
<td>4/30/2019</td>
<td>7:30am</td>
</tr>
<tr>
<td>Health Solutions Office (call to schedule)</td>
<td>5/17/2019</td>
<td>7:00am</td>
</tr>
<tr>
<td>CSC - Five Seasons Conference RM</td>
<td>5/23/2019</td>
<td>6:30am</td>
</tr>
</tbody>
</table>

*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.*

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**Not Signed Up?**

Visit your wellness portal: [www.MyHealthyWithHSI.com/CityCR](http://www.MyHealthyWithHSI.com/CityCR) or contact Health Solutions at 888-362-5920 (toll free).

Benefit eligible employees could earn a premium discount and spouses a $200 giftcard for completing all program steps.

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If you have questions regarding the health and wellness program, please contact Health Solutions at 888-362-5920 (toll free) or info@hsi-rx.com
Understand Your Health Risk Assessment Sessions

Once you have completed your Health Risk Assessment questionnaire and your health screening results have been processed, complete an Understand Your Health Risk Assessment session.

Your next step to earn the wellness rate for the 2020 health plan is to Understand Your Health Risk Assessment by attending a seminar onsite or by viewing a video on your wellness portal. The objective of this step is to review your screening results and to discuss the wellness resources available to you throughout the year. This replaces the consultation sessions, face to face or telephonic meetings, that have taken place in the past.

Choose one option to complete your Understand Your Health Risk Assessment session!

Complete by Attending a Session Onsite
This option is for those who prefer a group setting and the ability to ask questions. The facilitator will not review individuals’ personal results in this group setting.

HOW TO COMPLETE:
- Attend an onsite session & sign-in with the facilitator
- If possible, download your Health Risk Assessment Report online and bring a copy or access it on your mobile device during the session to follow along

To view your Health Risk Assessment report:
- Access your wellness portal at www.myhealthwithhsi.com/citycr
- In the Health Risk Assessment tile, click Report

To print your report with lab results:
- After opening your Report, select “Print” from the left-hand menu and select which report you would like to print
  - Member Report – a detailed copy of your report, including helpful tips
  - Provider report – intended for your medical provider, this is a summary of your report including lab and biometric results

Complete by Watching the Video Online
This option is for those who prefer the flexibility of completing this session on their own via the online video. You may also attend an onsite session if preferred. NOTE: Dates referenced in video may not align with new deadlines. Refer to your wellness portal for program deadlines.

HOW TO COMPLETE:
- Access your wellness portal at www.myhealthwithhsi.com/citycr
- View the “Understand Your Health Risk Assessment Video” tile (see sample below)
- Select “More” to find the online video
- Select “Record” for the video link and to record your completion

If you have questions regarding the health and wellness program, please contact Customer Care at info@hsi-rx.com or 888-362-5920
Understand Your Health Risk Assessment Sessions

Attend an Understand Your Health Risk Assessment session to learn how to interpret your results and discuss the wellness resources that are available.

<table>
<thead>
<tr>
<th>Day</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed 4/3</td>
<td>WPC (Water Pollution Control) Operations &amp; Maintenance Lunch Room</td>
<td>7:15am</td>
</tr>
<tr>
<td>Tues 4/9</td>
<td>City Hall Training Room (Basement)</td>
<td>8:30am</td>
</tr>
<tr>
<td>Wed 4/10</td>
<td>Water Department Stephen J Cook Memorial Conf Rm North</td>
<td>7:30am</td>
</tr>
<tr>
<td>Tues 4/16</td>
<td>CSC (City Services Center) Time Check Hall</td>
<td>7:15am</td>
</tr>
<tr>
<td>Tues 5/14</td>
<td>Police Roll Call/Community Room First Floor</td>
<td>8:00am</td>
</tr>
<tr>
<td>Tues 5/14</td>
<td>Police Roll Call/Community Room First Floor</td>
<td>4:00pm</td>
</tr>
<tr>
<td>Wed 5/15</td>
<td>City Hall Training Room (Basement)</td>
<td>3:00pm</td>
</tr>
<tr>
<td>Tues 5/22</td>
<td>CSC (City Services Center) Time Check Hall</td>
<td>3:00pm</td>
</tr>
<tr>
<td>Wed 5/29</td>
<td>CSC (City Services Center) Time Check Hall</td>
<td>7:15am</td>
</tr>
</tbody>
</table>

Sessions are scheduled for 30 minutes.

Please remember to download your report and bring a copy or ensure you can access it on your mobile device during the session.

If you have questions regarding the health and wellness program, please contact Customer Care at info@hsi-ri.com or 888-362-5920.
City of Cedar Rapids
Wellness Program Incentive Requirements

Program Offerings

<table>
<thead>
<tr>
<th>Eligible Population</th>
<th>Incentive</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefit Eligible Employees</td>
<td>2020 Health Plan with Wellness Rate — <strong>SAVE $$$$</strong> Discounted healthplan premiums are available when you participate in the Wellness Program</td>
<td>• Complete the annual risk analysis steps • Engage in coaching, if invited</td>
</tr>
<tr>
<td>Covered Spouses</td>
<td>$200 Cash Card Mailed to the spouse after completed requirements</td>
<td>• Complete the annual risk analysis steps</td>
</tr>
</tbody>
</table>

Program Requirement Details

**Annual Risk Analysis**

1. Online Health Risk Assessment — **Due 5/31/2019**
2. Health Screening — **Due 5/31/2019**
   a. From the wellness portal, participants can select one of the following screening options:
      i. Screening Event at a City of Cedar Rapids or Health Solutions Location
      ii. Health Form from a Medical Provider
      iii. Lab Corp Location
      iv. Weland Labs Location (Weland only completes lab draws, biometrics must be submitted separately)
3. Understand Your Health Risk Assessment — **Due 7/1/2019**
   a. Attend a seminar onsite or view a video on your wellness portal to understand your results and the resources available to help you maintain or improve your well-being

**Required Coaching Programs**

1. High Risk Participants with uncontrolled chronic condition or critical clinical values, based on national standards
   a. Engage in monthly coaching sessions which may include follow-up with a medical provider as directed. Care Team includes a Health Coach and Clinical Pharmacist.
2. Moderate Risk Participants identified with high clinical values, based on national standards or Metabolic Syndrome
   a. Engage in monthly coaching sessions or Health Transition University (if eligible). Options will be reviewed in detail at your Understand Your Health Risk Assessment session. Care Team includes a Health Coach.

**Additional Resources**

All employees and covered spouses are invited to participate in ongoing programs offered from the City of Cedar Rapids Wellness Ambassadors. Earn prizes for participating in events each quarter. Learn more by completing your Understand Your Health Risk Assessment session!

Alternatives for completing the incentive requirements are available upon request. Visit the Resources section on your Health Solutions wellness portal to learn more.
Spring has Sprung...Spring Clean your diet with Whole30!

Are your energy levels inconsistent or non-existent? Are you having a hard time losing weight no matter how hard you try? Do you have some sort of condition—like skin issues, digestive ailments, seasonal allergies, or chronic pain—that medication isn’t helping?

These symptoms are often directly related to the foods you eat (even the “healthy” stuff). So how do you know if these foods are affecting you?

Strip them from your diet completely. For 30 full days eliminate the most common craving-inducing, blood sugar disrupting, gut-damaging, inflammatory food groups. Think of it like a cleanse for your body. Push the reset button and learn how foods you’ve been eating are actually affecting your day-to-day life and long-term health.

What are the rules?

**DO:** Eat real food! Moderate portions of meat, seafood, and eggs; lots of vegetables; some fruit; plenty of natural fats, herbs, species, and seasonings. Eat foods with very few ingredients, or better yet, no ingredients at all because that means they’re whole and unprocessed.

**Don’t** consume added sugar, real or artificial. Read your labels, companies sneak sugar into products in ways you might not recognize.

**No** alcohol, in any form, not even for cooking.

**Don’t** eat grains. No wheat, rye, barley, oats, corn, rice, millet, bulgur, etc. Again, read your labels.

**Don’t** eat legumes. This includes beans of all kinds, no peanut butter, and all forms of soy.

No dairy. This includes cow, goat, or sheep’s milk products like milk, cream, cheese, kefir, yogurt, sour cream, ice cream, or frozen yogurt.

No baked goods, junk foods, or treats with “approved” ingredients. A pancake is still a pancake even if it’s made with coconut flour. Recreating or buying sweet treats is totally missing the point of Whole30 and will compromise your life-changing results.

No carrageenan, MSG, or sulfites. Read the label.

No red bell pepper, cumin, paprika, coriander, salt, and paper to taste. Mix everything well.

Serve with fresh chopped cilantro, jalapeno, and avocado on top.

The turkey is cooked through, about 5 minutes.

Let’s Cook!

1. In a large oven pot, heat olive oil over medium-high heat.
2. Add celery, red onion and sauté for 3 minutes. Then, add garlic and sauté for 30 seconds longer.
3. Add ground turkey and cook, breaking up the turkey with a spoon until the turkey is cooked through, about 5 minutes.
4. Add red bell pepper, cumin, paprika, coriander, salt, and paper to taste. Mix everything well.
5. Stir mixture, cover with a lid and bring to a simmer. Cook the chili for 30 minutes.
6. Refrigerate leftovers and heat up throughout the week!

For more information, contact Health Solutions at (888)362-5920

www.whole30.com

www.jenmavenkitchen.com
NATIONAL WORK ZONE AWARENESS WEEK: APRIL 4–10, 2019

WORK ZONE SAFETY

DRIVE LIKE YOU WORK HERE

Since 2000, the Federal Highway Administration and its partners have sponsored National Work Zone Awareness Week – a spring campaign held at the start of construction season to encourage safe driving through work zones. Work zones are vital to maintaining and upgrading our Nation’s roadways, but they unfortunately also create a combination of factors resulting in crashes, injuries and fatalities to workers.

<table>
<thead>
<tr>
<th>Year</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worker fatalities in road construction sites**</td>
<td>143</td>
<td>132</td>
</tr>
<tr>
<td>Fatal work zone crashes involving large trucks or buses*</td>
<td>189</td>
<td>222</td>
</tr>
<tr>
<td>Fatal work zone crashes where speeding was a factor†</td>
<td>194</td>
<td>203</td>
</tr>
</tbody>
</table>

WORK ZONE SAFE DRIVING TIPS:

• PLAN AHEAD
• OBEY ROAD CREWS AND SIGNS
• SLOW DOWN
• MOVE OVER
• AVOID DISTRACTIONS
• WATCH FOR SUDDEN STOPPAGES
• WATCH FOR LARGE VEHICLES

JOIN THE EFFORT TO KEEP WORKERS IN WORK ZONES SAFE:

MAKE A COMMITMENT TO INCREASED AWARENESS WHILE DRIVING IN WORK ZONES

PARTICIPATE IN NATIONAL WORK ZONE AWARENESS WEEK:
APRIL 8-12, 2019

WEAR ORANGE ON 4/10/2019 TO PROMOTE WORK ZONE VISIBILITY

FOR MORE INFORMATION VISIT: WWW.FHWA.DOT.GOV/WORKZONES

CEDAR RAPIDS SAFETY
Safety by Choice // Not by Accident
National Work Zone Awareness Week and “GO Orange” Day

National Work Zone Awareness Week 2019 is scheduled for April 8-12. This year’s theme is “Drive Like You Work Here.” The key message is for drivers to use extra caution in work zones. As part of that national awareness week, April 10 is “Go Orange” Day. On April 10, all roadway safety professionals across the country are encouraged to wear orange to proudly show their support of work zone safety and to serve as a visual reminder to others of work zones. We encourage all our employees to wear orange on April 10 in a spirit of solidarity and support for our colleagues who work on our roadways and utilities. Let us unite for safety by wearing Orange on Wednesday, April 10 for Go Orange Day and spread awareness of work zone safety!

Employee Speaker Series

Featuring City employees highlighting programs and initiatives that impact our residents. Open to all employees in any department.

Featured Topic

Construction Junction

Residents are always interested in construction projects, and we can give you the full scoop so you’re ready with answers! Join the Public Works team as they highlight the results of the local option sales tax, as well as preview some of the major projects going on this construction season.

Thursday, April 25
12:00 - 1:00 pm
Time Check Hall,
City Services Center
RSVP by April 22

Free Lunch from Jimmy John’s!

Please RSVP to participate and reserve your lunch.
RSVP by emailing citymanager@cedar-rapids.org
Facility Security and Alertus
Active Threat Alert System

The City of Cedar Rapids considers the security of its employees and citizens to be a priority. Over the past year, multiple teams have worked together to evaluate, develop and implement various plans, policies and precautions to increase security for our employees and citizens who visit City facilities. The security measures put into place are thoughtfully balanced with the essential need for creating an inviting atmosphere for citizens to feel welcomed at City facilities and for staff to optimally serve customers.

As part of this effort, a City Facility Security, Access, and Use Policy was developed to comprehensively address procedures and provisions created to increase security for our employees and citizens who visit City facilities. One of the security items that the policy references is the Alertus Active Threat Alert System. Managers and Alertus trainers will coordinate to review both of these policies with every employee in their departments over the next few weeks. All employees must verify and sign off that they have read and understand the Facility Security Policy in its entirety including the supplemental policies and procedures no later than Friday, April 19. Department Contacts must complete all employees in PeopleSoft no later than Thursday, April 25.

Once all employees are trained on the Alertus Active Threat Alerts System, IT will deploy the system on all city desktops. Details on system testing will be communicated at a later date.

IT News and Updates

OnBase Upgrade Project
Effective April 29, 2019, OnBase users will be able to access OnBase in a new way by using the Unity Client. The Unity Client will be rolled out to all OnBase User’s computers over the weekend of April 26-28. All OnBase Users should complete a 20-minute web-training “Introduction to Unity Client”. Here is the LINK to the training. This training will be required for future Advanced OnBase Training. The OnBase Web Client will be upgraded with a new look.

Agenda Submitters will also get an upgraded Agenda Client. Minor changes in the Agenda look, but a lot of enhancements in the background process and functionality.

Manage Engine Self Service Password and Unlock Tool
The Information Technology Department previously deployed a domain (computer) account password self-service reset tool. At the time of implementation, this was an optional tool for employees.

The goal is to have all users with a domain account enroll. If you have signed up before, you will need to follow the steps to enroll again.

As part of the enrollment, there will be a series of security questions to answer. Once you complete these questions, you are enrolled. After enrollment, you will have the ability to reset your password and unlock your account.

If there are any questions regarding enrollment or how to use the tool, please contact the IT Service Desk at 286-5500.
Employee Training Opportunities

ORGANIZATIONAL HEALTH TRAININGS

Ideal Team Player

Have you ever wondered why teamwork seems so natural and easy to some people? This session focuses on the three virtues that combine to make an ideal team player (humble, hungry and smart). We will discuss strategies to enhance these virtues and serve our citizens.

**TUESDAY, APRIL 16**
11:00 – noon
CSC – Five Seasons
PeopleSoft Code: CM0501
Session: 0001

**THURSDAY, APRIL 18**
11:00 – noon
City Hall – Training Room
PeopleSoft Code: CM0501
Session: 0002

Innovation and Process Improvement

How do innovative ideas become a reality? This session will focus on how you can promote a culture that supports innovation and process improvement. Creating a culture of innovation is critical for continued organizational growth.

**TUESDAY, APRIL 23**
1:00 – 2:00
City Hall – Training Room
PeopleSoft Code: CM0590
Session: 0001

**THURSDAY, APRIL 25**
11:00 – noon
CSC – Five Seasons
PeopleSoft Code: CM0590
Session: 0002

Employee Engagement

What is employee engagement and why is it important? Employee engagement is the extent to which employees feel passionate about their jobs and put their best effort into their work. Learn about three factors that promote employee engagement from Patrick Lencioni’s book *The Truth about Employee Engagement*.

**TUESDAY, MAY 21**
11:00 – noon
City Hall Training Room
PeopleSoft Code: CM0503
Session: 0001

**WEDNESDAY, MAY 22**
11:00 – noon
CSC – Five Seasons
PeopleSoft Code: CM0503
Session: 0002

Informal Influencer  Nominated by department director

How can you make a positive impact on your team members and the city organizational culture? This program combines several Organizational Health programs including: Ideal Team Player, 5 Dysfunctions of a Team, Myers-Briggs Type Indicator and Leveraging Your Sphere of Influence.

**May 2 & 23  8:00—noon**

ENROLL THROUGH PEOPLESOFT:

1. Log-in to PeopleSoft (access through CR@Work)
2. Click on “Self Service” > “Learning & Development” > “Request Training Enrollment” > “Search by Course number”
3. Enter in course number: See above
4. Click “Search”
5. View all available sessions and click on the session you would like to attend and click “continue”
VALUES IN ACTION
RECOGNITION PROGRAM

What are the recognition categories?

CORE VALUES
1) Serve Enthusiastically: We have a people-first attitude. We take initiative. We go the extra mile.
2) Find a Way: We are problem solvers. We listen and learn. We explore creative alternatives.
3) Team Up: We are open and approachable. We value relationships. We serve with generous intent.

SAFETY
Recognize behaviors that promote a safe work environment and commitment to safety

INNOVATION
Propose and implement improvements to our programs, processes, procedures as practices. This may include service, operations, equity, empowerment or security.

Who can be recognized?

All City employees
(full-time, part-time, seasonal and interns)

Individuals or groups of City employees
(from one or more departments)

Who can submit a recognition form?

Any City employee can submit a recognition form for any other City employee or group.

What is the submission process?

Electrically:
- OrganizationalHealth@cedar-rapids.org
- Heyjeff@cedar-rapids.org
- Web
- Employee Newsletter link

Paper:
- "Hey jeff" box
- Through a supervisor or designee

What type of recognition could employees receive?

Employees may receive recognition through an email from a supervisor, the employee newsletter, building monitors, name listed at monthly manager meetings or name listed at the City Manager update, or certificate from the City Manager. Each recognition submission will be considered by the recognition team and city director team for optimal impact. The recipient will be notified of this submission and who submitted it.

ORGANIZATIONAL HEALTH RECOGNITION COMMITTEE MEMBERS:

<table>
<thead>
<tr>
<th>City Manager's Office</th>
<th>Michelle Bostwick, x5736</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Development</td>
<td>Amanda Lehman, x5159</td>
</tr>
<tr>
<td>Development Services</td>
<td>Amy Icenbice, 286-5691</td>
</tr>
<tr>
<td>Finance</td>
<td>Jared Suchan, x5949 or Jackie Lynch, x5125</td>
</tr>
<tr>
<td>Fire</td>
<td>Stacy Mason, x5243</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Sue Schoenfelder, x5110</td>
</tr>
<tr>
<td>Library</td>
<td>Tina McCullough, 261-7323</td>
</tr>
<tr>
<td>Parks and Recreation</td>
<td>Tyler Wildeboer, 432-2851</td>
</tr>
<tr>
<td>Police</td>
<td>Denni Randall, x5471</td>
</tr>
<tr>
<td>Public Works</td>
<td>Mandee Beardsley, x5844 or Bryan Hemphill, 521-1982</td>
</tr>
<tr>
<td>Utilities</td>
<td>Christine Knapp, x5174 or Jason Fagle, x5897</td>
</tr>
</tbody>
</table>

Contact your department representative for more information.

Here is the link to the form so employees can submit co-workers.  [http://cratwork/EmployeeResources/orghealth/Documents/Values%20in%20Action%20Recognition%20Form.pdf](http://cratwork/EmployeeResources/orghealth/Documents/Values%20in%20Action%20Recognition%20Form.pdf)