Employee News

New Employees

Sue Schoenfelder, Human Resources—Human Resources Generalist effective Aug 20. Sue joins us from Whirlpool in Amana, IA.

Carrie Hernandez, Human Resources—Human Resources Generalist effective Aug 20. Carrie joins us from Lowe’s Home Centers, Inc. in Santa Clarita, CA.

Camden Leonard, Eastern Iowa Airport—Airport Guest Services Associate effective Aug 14. Camden joins us from Fareway in Dyersville, IA. (no photo available)

Employee Promotions and Transfers

Thomas Kacena, Public Works—has been promoted to Streets Driver effective Aug 4. His previous position was Public Works Laborer.

Karin Kee, Public Works—has transfer to Project Engineer I effective Aug 13. Her previous position was Construction Contract Specialist.
City Manager and Director Updates

Employee Tax Information

The 2018 W-4 has been released by the IRS. This W-4 is a new version following the passage of the Tax Cut and Job Act in December 2017. The IRS has developed a Withholding Calculator for employees to use to check that they are having the right amount of tax withheld for their personal situation. Please use this link to use the IRS tool: [https://www.irs.gov/individuals/irs-withholding-calculator](https://www.irs.gov/individuals/irs-withholding-calculator)

Employees are encouraged to review their current elections and submit changes if they decide that is necessary.

Ways employees can check their current W-4 elections:
- Review your paycheck or payroll advice
- Email/call your timekeeper
- Log into PeopleSoft [HERE](https://example.com)

You can also make changes in this location to your W-4 elections.

How to get a 2018 W-4 paper copy:
- Use the Forms Library on [CR@Work](https://example.com)
- Contact your timekeeper to send one via email or interoffice mail

Return W-4 forms to Sarah Schrobilgen in the Finance Department.

*Please note City staff will not provide tax advice, you should consult the IRS Withholding Calculator or your tax preparer.*

IT Survey Results

In July, the Information Technology (IT) Department conducted a survey to solicit feedback on the level of customer service provided by the City’s IT Department. Thank you to the over 200 who participated and offered their thoughts. The overall results of the survey can be viewed at [CR@Work](https://example.com). These responses, and the feedback received in the comments portion of the survey, are being reviewed by IT staff and will assist in guiding actions from the IT department as we continually strive to offer the best service possible.

Johnson Avenue Roundabout

The Public Works Department is conducting several outreach events at Hoover Elementary to assist parents and staff with the transition to using the new roundabout at Johnson Ave and Wiley Blvd, which is adjacent to the school. Approximately 30 people attended an on-site open house that was held last Wednesday evening and on Saturday, Aug 18, from Noon to 2:00 p.m. staff was available at the Hoover Elementary parking lot for questions and to drive the roundabout with residents. In addition to the open houses, Public Works staff will also be available for questions during the Hoover Elementary Parent Open House on Aug 22, and has organized training for the school’s crossing guards or volunteer crossing guards. The intersection of Johnson and Wiley is scheduled to be completed before school begins; the entire project on Johnson Ave NW is scheduled to be completed next construction season.

Flood Control System Updates

On Wednesday, Aug 22, the City will host an open house and will provide the public with updated information on alignment options in the north industrial area around Cedar Lake. The open house will be held from 4:30 p.m. – 6:30 p.m. at the Water Administration Building on Shaver Road. Later this month, there will also be a presentation on the system during the August 28 council meeting. Staff will provide an update on projects for both the east and west sides, outline next steps with the U.S. Army Corps of Engineers, and will present alignment changes to be formally updated in the master plan.

Phone Issues at Joint Communications Center; Back-up Plan Successful

The Joint Communications Center, which receives emergency 911 and non-urgent public safety calls for service, experienced a telephone service disruption last Wednesday between 3-9 p.m. The Joint Communications Center has a back-up plan that was implemented to ensure that no emergency calls were missed and non-urgent calls could still be received. The 911 calls were rerouted to the Linn County Sheriff’s Office and two dispatchers went to the Sheriff’s Office to assist in processing calls for service. The non-emergency number 286-5491 was rerouted to cellular phones and dispatchers continued to process those calls. Joint Communications managers are working with RACOM to identify and mitigate this issue. No emergency calls were missed because of the back-up plan that was effectively executed.
We Serve Enthusiastically

Community Services Division of the Police Department Serves with a People First Attitude

The first core value of the City of Cedar Rapids is "We Serve Enthusiastically." Serving with a "People First Attitude" is one of the elements of serving enthusiastically. To illustrate how serving enthusiastically occurs within our organization, I interviewed our Police Department’s Community Service Division:

What does the City value of serving enthusiastically by having a people first attitude mean to you and your team?

Our team works directly with neighborhood associations, property managers, business owners as well as individual citizens. We work collaboratively to coordinate and solve criminal, neighborhood and community problems. We seek to improve the quality of life for our citizens and protect those that need our services. We show enthusiasm by being responsive, creative, and respectful in the way we seek to fully understand the situation and come up with a lasting and effective solution that values people. Community Services officers team up to provide a single point of contact for the community to resolve issues.

Can you provide an example of how your team demonstrated this value?

At a recent City Council meeting, a community member shared her concerns with the Council about a parking issue. When the meeting ended, Police Department staff, in collaboration with other City departmental staff, assisted her in better understanding the parking issues and violations on her street. Changes were implemented the next morning and changes that are more permanent are being addressed. Our responsiveness was a demonstration of our enthusiasm and people first attitude to solve the problem as soon as we were made aware of them. Small problems left unaddressed can manifest into larger neighborhood issues, so there is much benefit to being responsive. Citizens appreciate the way that their concerns are being listened to and that officers care about achieving solutions.

What is your suggestion to others who want to serve enthusiastically by having a people first attitude?

Our community has an expectation of the kind of service that the city should provide. We need to continue to strive for excellent service so our citizens are proud of us and our city. When we are enthusiastic and have a people first attitude about the work, it becomes contagious and that energy spreads through others, thus making a much larger impact.

In the coming weeks, we will take a closer look at how serving enthusiastically is being demonstrated by teams throughout the city. Click this link to share examples of how your team is demonstrating the city’s core values.

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 319-777-1699.
What does it mean to commit to safety?
Committing to safety means committing to changing your outlook on how work is accomplished. Often times, people believe that safety and getting things done are contradictory: if you spend too much time worrying about safety, you will not be able to get the job done. Can every working situation be 100% “safe” and failproof? No - but the goal is to ensure that the working conditions are as safe as possible while accomplishing the task at hand; lowering the likelihood of an incident. Committing to safety means that you commit to completing whatever task you are faced with in the safest manner possible to ensure that yourself and your coworkers can both get the work done AND can go home injury free.

Consider: How many times have you been involved in a “that almost was really bad” situation when trying to accomplish a task? Think about the amount of time that it would take if that “really bad” thing occurred compared to the amount of time it would have taken to do the appropriate prep work to avoid that “really bad” thing from happening.

Why commit to safety?
Increased costs lead to decreased available resources.

The costs associated with a workplace injury include monetary costs (dollars spent on the care of injured individual), but also the residual cost that the injury has on one’s coworkers (increased workloads, morale). The National Safety Council suggests that the total work injury costs in 2016 alone were approximately $151.1 billion. That further breaks down to about $1,120,000 average cost per death, and $32,000 per medically consulted injury. However, these numbers only indicate the monetary cost associated with worker’s compensation insurance. The true cost was significantly higher as alternate factors like overtime costs, the emotional well-being of co-workers, increased workload on non-injured employees, the cost of training new employees, and overall departmental morale are not reflected.

In addition, we commit to safety because we care. We care about our own well-being and we care about the well-being of those around us. No one wants to see someone become injured - especially in the workplace. Committing to safety formalizes our approach and demonstrates to others the level of care that we have for them. Through formalizing your commitment to safety, you can begin to hold yourself to a higher standard of safe work practices – ultimately improving the overall safety of the workplace for everyone.
You are cordially invited
by the City of Cedar Rapids to attend the

2018 Employee Wellness Fair

When:  Wednesday September 12th
        1:00-4:00pm

Where:  City Services Center
        500 15th Ave SW
        6th Ave Entrance

Why:    More Prizes!
       Superior Vendors!
       Lots of FREE SWAG!!

*Receive 25 Wellness Points for attending
One “Wellness Hour” may be used for this event.
Time away from your normal work schedule must be approved by your supervisor.
For questions please contact your Wellness Ambassador

CITY OF CEDAR RAPIDS

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Take the CHALLENGE

Cedar Rapids City Manager Jeff Pomeranz challenges every citizen to collect at least one bag of litter each year to help CleanUpCR!

You can help make downtown Cedar Rapids litter-free with our end-of-summer cleanup event —

WHEN:  Monday, September 17 at 6 PM
WHERE:  McGrath Amphitheatre
        (475 1st Street SW)
WHY:    Meet other residents who take pride in making a positive difference in our community!

VISIT www.CleanUpCR.com
Save the date for the Especially For You® Race Against Breast Cancer.

Sunday, October 7
Mercy’s Hall-Perrine Cancer Center, Cedar Rapids

Online registration is open!
click here to register online as a participant on the City of Cedar Rapids team

School Drive Successful

Thank you to everyone that donated school supplies for our campaign this year, AND to the Cedar Rapids Police Protective Charity for their generous monetary donation which allowed us to purchase many more supplies for College Community School District. Officer Shannon Sampson and Police Records Tech Vicky Rehnstrom of the CR Care Committee delivered the school supplies to the school and were greeted with sincere appreciation. Below is the thank you letter that was received from the school:

“Thank you so much for your generous donation of school supplies and backpacks. Your generosity warms our hearts. It seems that every year we have more families than the year before that can’t afford to purchase school supplies for their children. Your donated supplies will be divided between our buildings and discreetly distributed by the Counselors to those students who need supplies.

We so appreciate your caring for the students at College Community Schools. You are great friends to our students!” Kathy Waychoff, District Volunteer Coordinator, College Community Schools
CITY OF CEDAR RAPIDS BY THE NUMBERS...

2018 ANNUAL HEALTH SCREENING RESULTS

2018 PARTICIPANTS ARE:
11% HIGH RISK
29% MODERATE RISK
60% LOW RISK

89% OF CITY CR PARTICIPANTS HAVE A MODERATE OR LOW RISK STATUS

IMPROVEMENT SINCE 2017

- 53% IMPROVED FROM HIGH RISK TO A LOWER RISK GROUP
- 92% MAINTAINED MODERATE RISK OR IMPROVED TO LOW RISK
- 76% MAINTAINED LOW RISK

MORE STATS...

THE AVERAGE WELLNESS SCORE ON THE HEALTH RISK ASSESSMENT (80-100 IS CONSIDERED LOW RISK).

74% OF ELIGIBLE EMPLOYEES PARTICIPATED IN THE WELLNESS PROGRAM. OVERALL, THERE HAS BEEN A 10% INCREASE IN THE TOTAL ELIGIBLE POPULATION SINCE 2013.

FOR THE SECOND YEAR IN A ROW, 83% OF THE DEPARTMENTS ACHIEVED THE 75% PARTICIPATION GOAL OR IMPROVED DEPARTMENTAL PARTICIPATION FROM THE PRIOR YEAR.

THE CITY OF CEDAR RAPIDS WELLNESS PROGRAM IS STRIVING TO ACHIEVE 75% PARTICIPATION, 55% ENGAGEMENT AND 75% LOW RISK POPULATION.

YOUR CURRENT STATS ARE:
7.4% PARTICIPATION
17% ENGAGEMENT
50% LOW RISK

ACHIEVING SUCCESS THROUGH:

PARTICIPATION
ENGAGEMENT
LOW RISK