Employee News

New Employee

Employee Retirements
Lisa Miller, P&R – retiring Dec 27. Lisa started with the City March 14, 2001. Her current position is Golf Division Manager.


Barbara Wagner, UTIL – retiring Dec 31. Barbara started with the City Aug 20, 1990. Her current position is Environmental Specialist I.

Donna Peck, HR – retiring Dec 29. Donna started with the City Nov 13, 1989. Her current position is Human Resources Specialist II.

Employment Opportunities

Assistant Pool Manager (Seasonal)
Aquatics Aid (Seasonal)
Aquatics Assistant Coordinator (Seasonal)
Cashier/Concession Worker I (Seasonal)
Community Development Program Coordinator
HVAC Specialist
Lifeguard (Seasonal)
Planner I
Pool Manager (Seasonal)
Secretary IV (Seasonal)
Swim Instructor I (Seasonal)
Swim Instructor II (WSI) (Seasonal)
Swim Instructor III (Seasonal)

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.

ADA Employee Training Sessions
ADA Employee Training Sessions for enrollment have been opened. There will be various sessions held throughout the month of February at both the Library and Central Fire Station.

This training is mandatory for all staff who interact with the public. Please take a look at the training dates and sign up for a session on PeopleSoft using course code ADA104 or by contacting Andrea Cooper, a.cooper@cedar-rapids.org
City Manager and Director Update

Update to Sidewalk Master Plan
Staff is in the process of updating the existing Sidewalk Master Plan to a more comprehensive Pedestrian Master Plan in order to better prioritize sidewalk installation. The new plan will ensure our sidewalk priority list aligns with the Comprehensive Trails Plan, recent Transit studies, and Complete Streets policy, and will include community outreach and public input. When completed, the plan will serve as the guiding document for the development of a network of pedestrian routes throughout the community. On the Dec 19 City Council meeting, council will have the opportunity to approve contracting with Toole Design Group, a professional engineering firm out of Minneapolis, to spearhead the engineering and design studies for this master plan update. Upon approval, the firm will begin a 12-month process to review and analyze the City’s current sidewalk, trails, and transit initiatives and present an updated Sidewalk Master Plan to staff for review. The final, updated plan is anticipated to come before council sometime in the spring of 2019.

Police Officers to Begin New Shift Schedule in February 2018
Police officers have completed the bid process on new shift schedules that will go into effect beginning at 9:00 p.m. on Saturday, Feb 17, 2018. The new schedule will include 10-hour shifts that coincide with work-load analysis data that is projected to increase the efficiency of police service delivery. The schedule change was one of the recommendations of Alexander Weiss Consulting, LLC, which was commissioned to conduct a staffing and deployment analysis for the Cedar Rapids Police Department. The report recommended that the Police Department adopt a workload-based approach to patrol staffing rather than a minimum staffing model for officers and supervisors. The workload-based approach permits the department to staff based on actual demand when officers are needed and, because the methodology is relatively straightforward the department could modify staffing, particularly when it appears that calls for service patterns are changing.

Corridor MPO Grant Applications
The Public Works and Transit Departments are seeking grant funding through the Corridor MPO’s “Surface Transportation Block Grant and Transportation Alternatives Funds.” Council will have the opportunity to approve applying for this funding during the Dec 19 council meeting. The grants provide funding for trails, roads, or transit improvements, and are reviewed alongside other regional transportation funding requests. Cedar Rapids is requesting funding for a variety of initiatives, including:

- 6th Street NW extension to Ellis Blvd: funds would be used to offset costs associated with the construction of the roadway extension.
- Sidewalk installation along Edgewood Road: Staff has sought funding for this project in the past, and continue to advocate for improvements on this transit route.
- Side path along Wiley Blvd SW, between 16th Ave and Williams Blvd: This project scores highly within the Corridor MPO’s fiscally constrained plan; the phase we’re requesting funding for would be the first phase of the entire length.
- Widening the Edgewood Road bridge over the Cedar River: Widening the bridge would provide room for a side path along the east side, connecting other phases of the Edgewood Rd trail across the river.
- Two new heavy-duty buses and one medium-duty bus for Cedar Rapids Transit, to replace buses that exceed their federal replacement thresholds.

Applications are due on Jan 15, 2018, and would include a commitment to match funds.

Garbage and Recycling Collection Schedule Changes
The Solid Waste and Recycling Division is making changes to collection schedules in order to rebalance the number of households collected each weekday. The changes will impact 2300 customers, with 1737 having their collection day moved forward to a later day in the week, and 563 having their collection day move back to an earlier day in the week. Details of these changes were presented to the Council Infrastructure Committee on Dec 13.

We will be reaching out to communicate directly with impacted residents, with a first letter mailing out the week of Jan. 8, 2018, a second letter mailing the week of Feb 5, and door hangers left on homes the week of Feb 12. New routes will start the week of Feb 19. We understand the sensitive nature of these types of changes, and will plan to return for reported missed collections in the first few weeks as residents get used to their new schedule.
City Manager and Director Update

Update to Annual Rental Unit Registration Fee

The Building Services Department oversees the landlord training class and professional housing and safety inspections for all rental units in Cedar Rapids. This program ensures that rental units are safe, well maintained, and are adhering to quality of life standards. Cedar Rapids currently requires landlords to pay an annual rental unit registration fee, which helps cover approximately 50 percent of these inspections and program costs. Cedar Rapids has one of the lowest fee requirements in the state for rental housing programs, and staff recommends increasing the annual fee to better address the growing number of registered rental properties and the professional housing and safety inspections they require. This would be the first fee increase since 2010.

A new fee structure is being proposed, and will be presented to council in January. For the majority of landlords, the fee increase will not be significant. The Building Services Department is in the process of communicating these fee changes to all registered landlords. To address questions, three open houses have been established for landlords to meet with staff and discuss questions or concerns:

Open House Schedule:
- Tuesday, Jan 9 • 9:00 a.m. – 10:30 a.m.
- Wednesday, Jan 10 • noon – 1:30 p.m.
- Friday, Jan 12 • 2:00 p.m. – 3:30 p.m.
*Held at the City Services Center, Five Seasons Conference Room (500 15th Ave SW).

Sign up to receive important employee information by text message

Employees can now sign up to receive important employee information right to their phones. Recent events highlighted the critical need for providing timely communication directly to employees. In order to best reach all employees, the City is implementing a number of communication tactics. One of those is the ability to text City related messages directly to employee’s phones. We have enabled this ability on all City-owned phones, and now we are offering this option for employees on their personal phones.

[Please click here to sign up to receive employee related communication via text](#)

This communication channel will be used in emergencies to relay critical information. It will also be used periodically to send reminders and information regarding benefits, internal events, and other timely internal information. You will also have the option to receive public Cedar Rapids news that is sent to residents, such as city events, programs and services.
Dear City Employee:

It is important to reflect and reiterate important business practices. The City of Cedar Rapids remains committed to upholding the highest ethical standards in all of our business practices. Therefore, we will continue to abide by our No Gift Standard. As part of this standard we will not accept gifts, discounts or anything of value from vendors even if these gifts fall within the amount permitted by State Law. If a vendor sends or offers a gift, you have a couple options:

1. If possible, refuse to accept the gift prior to or upon delivery.
2. If circumstances do not allow you to refuse the gift, immediately donate the gift to an area food bank, shelter or charity. Ask for an itemized receipt of acceptance and then forward a copy of the receipt to Human Resources (recommended list of organizations is attached).

The “No Gift” standard also applies to all offers of discounts or free items at any place of business targeted toward a City employee and not available to the general public, regardless of the value. The standard does not apply to small gifts of appreciation from citizens (such as a bottle of water or home baked goods) who have no connection to a vendor.

If you have questions or need clarification regarding the City’s “No Gift” standard contact your Department Director, the Human Resources Office or the City Manager’s Office.

Sincerely,

Jeff Pomeranz
City Manager
City of Cedar Rapids

Recommendations for charitable organizations: (Please send itemized receipt to HR.)

**Goodwill locations:**
- 5520 Council St NE, 739-5055
- 2405 Mt. Vernon Rd SE, 739-5080
- 2000 Scotty Dr SW, 739-5044
- 3202 7th Ave, Marion, 739-5045

**Salvation Army locations:**
- 5824 Council St NE, 194-6775
- 2504 7th Ave, Marion, 373-3373

**HACAP Food Reservoir:**
- 1515 Hawkeye Dr, Hiawatha, 393-7811

**Madge Phillips Center-Waypoint:**
- 318 Fifth St SE, 366-7999
Movie Night & Public Sector Job Fair

Featuring “Hidden Figures”

Join us on Martin Luther King Jr. Day, January 15, 2018 from 5:30 - 7:45 PM in the Whipple Auditorium, Cedar Rapids Public Library

Movie:

Hidden Figures is the incredible untold story of Katherine G. Johnson, Dorothy Vaughan and Mary Jackson - three brilliant African-American women working at NASA, who served as the brains behind one of the greatest operations in history: the launch of astronaut John Glenn into orbit. This achievement turned around the Space Race, restored the nation’s confidence and galvanized the world. The visionary trio crossed all gender and racial lines and inspired generations to dream big.

Public Sector Job Fair:

The movie will be preceded by a Public Sector Job Fair in the lobby of the Library from 4:00-5:30 PM. Various government agencies will be available to discuss current employment opportunities, future employment opportunities and employment criteria such as educational levels, skills, etc. to better prepare for jobs in the public sector.

Partnerships:

Representatives from the City of Cedar Rapids, Cedar Rapids Police and Fire Departments, Cedar Rapids Community School District, Kirkwood Community College, the US Attorney’s Office for the Northern District of Iowa, Federal Bureau of Investigation, Transportation Security Administration (TSA) and the 6th Judicial District Department of Corrections will be present at the Job Fair.
Healthy Holiday Recipes Workshops!

The City Wellness Ambassadors are excited to announce Healthy Holiday Cooking workshops in December presented by Kristin Decker, Registered Dietitian. Come and enjoy samples of some healthy holiday recipes that won’t tip the scale.

Tuesday, Dec 19
11:30 a.m., Library, Beems Auditorium A
1:00, City Hall, Training Room

Wednesday, Dec. 20
11:00 a.m., Water Administration Building, Stephen Cook North Conference Room
Employee Wellness Time Policy

The City of Cedar Rapids values the health and well-being of its employees and encourages participation in Wellness Events as a means to inform and educate individuals on various aspects of creating and maintaining a healthy lifestyle. In an effort to support these values, each employee will be allowed six (6) wellness hours to be used throughout the year.

Wellness Hour Guidelines:

Employees are eligible to use six (6) hours in a calendar year for attendance in Wellness Events sponsored by the City, as defined by the Wellness Ambassador Committee.

Wellness Events that qualify:
- Annual City Blood Donation
- Blue Zone and Healthiest State Sponsored Events
- CR Cares Sponsored Events
- Financial Wellness Presentations/Activities
- Health Fair
- Healthy Tailgates/Potlucks
- Smoking Cessation Classes
- Wellness Ambassador Events and Presentations

*The event flyer will clearly state that “the event can be logged as employee wellness time”*

The sign in sheet at each event will be used to document usage of wellness hours. You do not have to make any entries in PeopleSoft, Human Resources will take care of that for you.

Participation in Wellness Events is voluntary and requires Supervisor approval prior to attendance.

All time spent in a Wellness Event over the allotted six (6) hours must be supplemented by the use of Flex Leave, Vacation, Personal Time or Compensatory Time.

The annual Health Solutions health screening and monthly coaching program does not count against the allotment of six (6) hours for Wellness Events.
Winter Holidays

Christmas is just one of many holidays in the coming months. The candy, treats, feasts, and baked goods associated with the Winter holidays can start you on a downward spiral of weight gain if you aren’t careful. On average, adults gain 5-10 pounds over the holiday season. Make this Winter healthy by learning what is in those bite sized treats and what it takes to burn them off. Good health is the best present of all!

<table>
<thead>
<tr>
<th>Candy Cane: 60 calories</th>
<th>2 Frosted Sugar Cookies: 250 calories</th>
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</thead>
<tbody>
<tr>
<td>6.5 minutes of jumping jacks</td>
<td>26 minutes of burpees</td>
</tr>
<tr>
<td>Rum Cake: 400 calories</td>
<td>1 Holiday Cocktail: 150 calories</td>
</tr>
<tr>
<td>4 miles of walking</td>
<td>20 minutes moderate cycling</td>
</tr>
<tr>
<td>Egg Nog: 350 calories</td>
<td>2 Reese’s Peanut Butter Cups: 210 calories</td>
</tr>
<tr>
<td>45 minutes of cardio on elliptical trainer</td>
<td>2.1 miles of walking</td>
</tr>
<tr>
<td>1 piece pumpkin pie: 180 calories</td>
<td>1 Apple Cider donut: 330 calories</td>
</tr>
<tr>
<td>35 minutes of yoga</td>
<td>54 push-ups on toes</td>
</tr>
</tbody>
</table>

To do this week:
- Workout 3 times to burn off the candy
- Choose 3 pieces of candy and only eat those
- Carve/decorate ornaments with family or friends
- Spend 3 extra hours outside
- Make 3 healthier Holiday snacks to share