Employee News

Employee Transfers and Promotions

Matthew Lucas, UTIL—has been promoted to Water Plant Operator III effective Feb 16. Matthew’s previous position was Water Plant Operator II.

Jade Barta, UTIL—has transferred to Water Plant Operator I effective Feb 18. Jade’s previous position was Water Maintenance Repair Worker I.

Jesse Hahn, Parks & Rec—has transferred to Athletic Coordinator effective Feb 19. Jesse’s previous position was Recreation Maintenance Repair Worker II.

Employee Retirements

Sherry Lester, Police—retiring on March 6. Sherry started with the City on July 11, 1994. Her current position is Police Officer.

City Government

On January 1, 2006, our City’s form of government changed to the Council-Manager form. Sandi Fowler will share insights about the importance of this transition and how it impacts us today. Sandi will discuss how to effectively serve our citizens as we conduct our daily operations within a local government context.

Tuesday, February 26  2:30 – 3:30 pm  Five Seasons, CSC

Please consider joining us.

To RSVP contact Sue Sager: s.sager@organizationalhealth@cedar-rapids.org or 319-286-5267.

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

Monitoring Ice on the Cedar River
The topic of ice migration on the Cedar River can earn intense public interest during this time of year. In some years, river ice thaws and moves downstream with minimal impact. In other years, intense and prolonged rainfall has contributed to a more hasty migration of ice, causing river blockages or a dam-like effect with flooding impacts upstream. Unfortunately, ice damming is unpredictable. The Water Division’s response is primarily to lower submerged gates at the 5-in-1 Dam to allow additional flow volume over the dam structure. In the past, increased flow volume has helped to reduce rising river levels upstream of ice dams, but that is not always the remedy. An ice dam can form anywhere and can vary in size and density. River flows find the path of least resistance — generally around any obstruction in a channel. Lowering gates at the dam does not prevent localized flooding. We have experienced seasonal flooding in some low-lying areas, usually after rainfall when the ground is frozen. Public Works staff monitor river and stream levels for flooding and respond with road closures and flood mitigation devices when necessary.

Sidewalks and Snow
During the winter months, it is important to maintain clear and safe sidewalks and sidewalk ramps in order to ensure that residents can access their sidewalk, bus stop, or routes to businesses. Property owners and private businesses are responsible for clearing their sidewalk and adjacent sidewalk ramps at intersections. After a storm ends, residents and businesses have 48 hours to clear their sidewalks of snow and ice accumulations. The City has been encouraging residents to take advantage of warm weather in between snow events to help clear sidewalks and ramps. Residents can report a snow-blocked sidewalk by calling the Solid Waste and Recycling Department at 286-5897 or through email: SolidWaste&Recycling@cedar-rapids.org.

Fire Chief Search Update
Springsted-Waters consulting firm has been assisting the Civil Service Commission in their search for the new Fire Chief. In January, the consulting firm presented the Commission with qualified candidates in which the Commission evaluated and selected candidates to advance to the written assessment phase of the search. The written assessment included various questions about the candidate’s education and fire service and leadership experience. The Civil Service Commission met February 14 to evaluate the written assessments and decide which qualified candidates would proceed to the online video interview phase of the process. The Commission are scheduled to meet on February 26 to view and evaluate the candidate’s video interviews. Scores from both the written assessment and interviews will be calculated to create the certified list. Once the Civil Service Commission certifies the list of qualified Fire Chief candidates, the City Manager will decide which candidates he would like to interview. Interviews will be tentatively scheduled for the end of March.

Snow Piles
It is the City’s standard practice to remove snow from downtown when we have a break in events. The City has been picking up and removing snow piles throughout the community to help improve visibility at intersections, open up parking spaces downtown, and make room for more snow. This work is being conducted in both residential neighborhoods and also in the Downtown District. Snow piles have been removed from the downtown four times since January. The most recent pickup was overnight on February 21, when crews picked up approximately 520 truckloads of snow from the downtown. We have also been removing snow piles in residential areas; this is typically done “in between” significant snow events. There are a few locations staff can store excess snow, one of them is at the Sinclair Levee, where a snow pad was built near the detention basin. In the spring, Public Works will sweep up any sand and debris left behind in snow storage locations, remove debris, and will then reuse the sand on road projects or future snow fighting efforts. The photo below shows our crews working overnight to remove downtown snow.
Have you ever wondered why you feel very energized after talking with some people and really deflated after talking to others? It may have to do with a concept called “Bucket Dipping”. This simple concept is explained in the book *How Full is Your Bucket* by Donald O. Cliffton and Tom Rath. Here is an excerpt from book:

“Each of us has an invisible bucket. It is constantly emptied or filled, depending on what others say or do to us. When our bucket is full, we feel great. When it’s empty, we feel awful. Each of us also has an invisible dipper. When we use that dipper to fill other people’s buckets – by saying or doing things to increase their positive emotions – we also fill our own bucket. But when we use that dipper to dip from others’ bucket – by saying or doing things that decrease their positive emotion - we diminish ourselves. We face a choice every moment of everyday: We can fill one another’s buckets, or we can dip from them. What will you choose?

Watch for information about Values in Action recognition program coming in March!

**February Training Available to Staff**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Training</th>
<th>PeopleSoft</th>
<th>Location</th>
</tr>
</thead>
</table>
| Tues. Feb 26 | 2:30 – 3:30pm | City Government  
Sandi Fowler | CMO505  
Session 0001 | CSC - 5 Seasons |

Please register through PeopleSoft.

**DIRECTIONS TO ENROLL IN A COURSE:**

2. Click on “Self-Service” > “Learning & Development” > “Request Training Enrollment” > “Search by Course number”
3. Enter in course number: See above
4. Click "Search"

View all available sessions and click on the session you would like to attend and click “continue”
Employee Thank You Award

The City of Cedar Rapids takes pride in the services we provide on a daily basis. Often, there are employees who go “above and beyond” in any particular situation in order to help out a citizen or fellow employee. In other instances, the employee will go out of their way to do what is right without even thinking about what is expected. They simply do it because they can. These types of actions greatly impact our community and work environment and we want to make sure to recognize our fellow employees for their efforts.

We urge you to take the time to thank a fellow employee so that these acts of kindness do not go unnoticed. This month’s recipient of the “Thank You Award” is:

**Judy Powell – Risk Management – Occupational Health Nurse**

"Judy has been great to work with through this cycle of Fire department physicals. She has been proactive in learning the applicable standards. She even rearranged her schedule to train all staff over three separate days."

Submitted by Andy Olesen, Fire Admin District Chief

The Thank You Program is meant to recognize employees of all levels for their extra efforts. (Frontline Employees up to Department Directors)

To submit a Thank You, please fill out the Thank You form which can be found on CR@Work under Recognition Program. Please email the form to HR-OrgDev@Cedar-Rapids.org or send a hard copy to the Human Resources Department.

Parks & Recreation to Hold Seasonal Job Fair

The Parks & Recreation Department will hold a seasonal job fair Saturday, March 2 from 11:00 a.m. to 3:00 p.m. at the Cedar Rapids Public Library’s downtown branch. The job fair will allow potential employees to learn about more than 250 spring and summer seasonal openings in the divisions of Parks, Recreation, Aquatics and Golf.

“We have positions that are great for first time job seekers, college students, teachers and retired individuals,” said Scott Hock, Parks and Recreation Director. “Many are outdoor positions at parks, golf courses and pools so people can still enjoy their summer while earning extra money.”

Most positions are open to individuals ages 16 and older, however, certified lifeguards can be hired at 15. Applicants will be able to fill out applications and interview at the fair. Find more information about seasonal jobs at www.cedar-rapids.org.
DROWSY DRIVING
WHAT YOU CAN DO

Drowsy driving, or fatigued driving, occurs when a person is driving while feeling tired, drowsy, fatigued or less than fully alert. More than 37% of Americans admit to dozing off behind the wheel – however impairment due to drowsy driving occurs well before you doze off. Drowsy driving is often compared to driving under the influence of alcohol because of similar performance effects.

Top Causes of Drowsy Driving:
1. Sleep Loss
2. Time of Day
3. Time on Task

Signs of Drowsy Driving:
- Drooping, heavy eyelids or frequent blinking
- Yawning repeatedly or rubbing your eyes
  - Daydreaming or wandering thoughts
- Nodding or trouble keeping your head up
- Drifting from lane, tailgating, hitting rumble strips

Steps to Avoid Drowsy Driving:
- Get at least 7 hours of sleep a day; especially if driving
- Avoid driving if you’ve been awake for 16 or more hours
- Take a break & get out of vehicle at least every 2 hours
- Do not drive after medications that may cause drowsiness

SAFETY UPDATES

RISK SERVICES COMPUTER BASED TRAINING KIOSKS NOW AVAILABLE!

UPCOMING TRAINING:
2/28-3/1: OSHA 10 HOUR – GENERAL INDUSTRY

COMPLIANCE CHECK:
BEFORE OPERATING ANY VEHICLE
DO A PRE-TRIP INSPECTION
CHECKING FOR POTENTIAL HAZARDS
REPORT ISSUES TO FLEET
Featuring City employees highlighting programs and initiatives that impact our residents. Open to all employees in any department.

FEATURED TOPIC

Housing & Neighborhoods

Did you know that many residents (even you!) might be eligible for cash on home improvement projects, depending on where they live (not how much they earn)? Join us March 20 and learn more about the housing programs and opportunities available for residents. You’ll get answers on how our housing has changed since 2008, the new program we offer to help revitalize neighborhoods, and what’s to come for Neighborhood Associations.

Wednesday, March 20 | 12:00 – 1:00 pm
City Hall Lower Level Training Room
RSVP BY MARCH 18

FREE LUNCH FROM JIMMY JOHNS!

Please RSVP to participate and reserve your lunch.
RSVP by emailing: citymanager@cedar-rapids.org
Wellness Program Information Sessions

Attend an information session to learn about exciting program enhancements and receive support for accessing the portal and scheduling your screening.

NEW FOR 2019
• Spouse incentive increased to $200 (previously $50)
• Post-Screening consultations (now called Understand Your Health Risk Assessment Sessions) can be completed online or in a group presentation vs individual appointment

<table>
<thead>
<tr>
<th>Day</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed, Feb. 27</td>
<td><strong>Water Department</strong>: Stephen J Cook Memorial Conf Rm North</td>
<td>7:30am</td>
</tr>
<tr>
<td>Thurs, Feb. 28</td>
<td><strong>WPC (Water Pollution Control)</strong>: Operations &amp; Maintenance Lunch Room</td>
<td>7:15am</td>
</tr>
<tr>
<td>Mon, March 4</td>
<td><strong>CSC (City Services Center)</strong>: Time Check Hall</td>
<td>3:00pm</td>
</tr>
<tr>
<td>Tues, March 5</td>
<td><strong>City Hall</strong>: Training Room (Basement)</td>
<td>8:30am</td>
</tr>
<tr>
<td>Tues, March 12</td>
<td><strong>CSC (City Services Center)</strong>: Time Check Hall</td>
<td>7:15am</td>
</tr>
<tr>
<td>Tues, March 12</td>
<td><strong>City Hall</strong>: Training Room (Basement)</td>
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<td>Wed, March 13</td>
<td><strong>CSC (City Services Center)</strong>: Time Check Hall</td>
<td>7:15am</td>
</tr>
<tr>
<td>Tues, March 19</td>
<td><strong>Police Department</strong>: Roll Call/Community Room First Floor</td>
<td>8:00am</td>
</tr>
<tr>
<td>Tues, March 19</td>
<td><strong>Police Department</strong>: Roll Call/Community Room First Floor</td>
<td>4:00pm</td>
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</table>

First 30 minutes will be a formal presentation followed by 30 minutes for answering questions and scheduling for screenings.

If you have issues accessing your personal wellness portal, contact Customer Care directly at 888-362-5920 or by email at info@hsi-rx.com
To All Benefit Eligible Employees:

I am pleased to announce our continued partnership with Health Solutions for the City of Cedar Rapids Wellness Program. Our leadership team has collaborated with Health Solutions to design and implement a program to accomplish the following, which align with our City of Cedar Rapids Core Values:

- **We Find a Way... to Be Informed**
  - We proactively identify potential health risks – whether through a screening or an annual physical with your medical provider
  - We understand our risks and the resources available to improve – through communications, educational seminars, consultations with health coaches or your medical provider

- **We Team Up... to Get Well**
  - We collaborate with experts to provide the right resource for every individual – Health Solutions, Medical Providers, Wellness Ambassadors, Safety Committee and others!
  - We are taking ownership of our individual health by utilizing the available resources to improve or maintain our well-being

- **We Serve Enthusiastically... by Staying Well**
  - We don’t allow our health to limit how well we serve others – less absenteeism, more presenteeism
  - We empower participants through an incentive program – rewarding those that prioritize their health

This year, the program will be rolled out in the following phases. You will receive additional details on each phase as the program is implemented.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Actions and Objectives</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUCATE</td>
<td>Understand why the program is in place, who will be involved throughout the program, what resources are available to you, when health and wellness events will be taking place, and how to get started.</td>
<td>Now</td>
</tr>
<tr>
<td>ENROLL</td>
<td>Complete the online registration process to enroll in the program.</td>
<td>February 2019</td>
</tr>
<tr>
<td>ENGAGE</td>
<td>Participate in the company sponsored screening events or health form process.</td>
<td>February – April 2019</td>
</tr>
<tr>
<td>EVOLVE</td>
<td>Leverage resources to create an action plan for health improvement.</td>
<td>April 2019-May 2019</td>
</tr>
<tr>
<td>EARN</td>
<td>Be aware of our Wellness Incentive Plan and how your engagement and healthy outcomes impact your eligibility.</td>
<td>April 2019 &amp; Beyond</td>
</tr>
</tbody>
</table>

An incentive program has been created to demonstrate our commitment and the importance of engaging in the wellness program. A full description of the incentive program is on the following page your review and will be referenced and discussed in more detail during future interactions with Health Solutions.

Look for communications on how to enroll coming soon!

Teresa Feldmann
Human Resources Director
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 All benefit eligible employees are invited to participate regardless of participation in the health plan</td>
<td>2020 Health Plan with Wellness Rate – SAVE $$$$ Discounted health plan 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 Must be enrolled in the Health Plan</td>
<td>$200 Cash Card Mailed to the spouse after completed</td>
<td>Complete the annual risk analysis steps</td>
</tr>
</tbody>
</table>

Program Requirement Details

Annual Risk Analysis
1. Online Health Risk Assessment – Due 4/30/2019
2. Health Screening – Due 4/30/2019
   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 5/31/2019
   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.

Health Solutions Customer Care
888-362-5920 or info@hsi-rx.com