Employee News

New Employees
Ryan Neuhaus, Library – Library Shelver effective Feb 22.
Tina Young, Library – Library Shelver effective Feb 22.

Transfers and Promotions
Brooks Burkhart, CRFD – promoted to Fire Captain Paramedic effective Feb 18. His previous position was Firefighter Paramedic.
Joshua Baker, PW – promoted to Traffic Signal Tech II effective Feb 18. His previous position was Traffic Signal Tech I.

Retirements
Mark Ultis, WPC – retiring March 10. Mark started with the City June 24, 1982. His current position is Utilities Lab Services Manager.

Employees photos & contact info can be found on CR@Work or at the following link:
http://cratwork/Pages/EmployeeDirectory.aspx
Employment Opportunities

Employees are welcome to apply for any open positions and are also encouraged to share the job openings with anyone who may be interested in joining the City. Positions highlighted in yellow are newly posted this week.

Here is a link to view and print all job postings
If you have questions about any of the opportunities, please contact Jenelle Sisneros, 286-5001.

<table>
<thead>
<tr>
<th>Custodian I (Part-Time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geospatial Data Specialist I (Engineering)</td>
</tr>
<tr>
<td>Intern IV (Construction Engineering)</td>
</tr>
<tr>
<td>Public Works Laborer (Temporary)</td>
</tr>
<tr>
<td>Traffic Control Maintenance Worker I</td>
</tr>
<tr>
<td>Transit Driver</td>
</tr>
</tbody>
</table>

Summer Employment

While summer may appear to be a long way off, the Parks & Rec Dept is busy getting ready. Applications for summer seasonal staff are currently being accepted. These positions can be a great first job, perfect for busy students who don’t want to work year-round, and a fun way to get employment experience. We need friendly, responsible people who want to keep busy in the summer and be part of a fantastic team.

February 19 kicked off National Engineers Week, which recognizes the engineering workforce and calls attention to the many ways engineers enhance the quality of life for their communities.

The Public Works Engineering Division has recently been recognized with the Engineering Achievement Award in the Transportation Category for the 42nd Street NE Paving for Progress project.

The award is bestowed by the American Council of Engineering Companies of Iowa as part of the 2017 Engineering Excellence Awards Competition. Since the completion of this project, the intersection has seen improved functionality for pedestrians, cyclists, and motorists.

The 42nd Street and I-380 Intersection Improvements Project was a collective project among the City of Cedar Rapids, Iowa DOT Highway Division, Iowa DOT Office of Rail Transportation, the Canadian National (CN) Railroad, and Anderson Bogert. This project included a unique mix of infrastructure improvements to address safety and functionality needs at the railroad crossing, enhance the bike trail, provide new on-street bike lanes, and support roadway traffic.

“We are very proud of the role local engineering professionals have in contributing to quality of life issues for our residents here in Cedar Rapids,” says City Engineer Nate Kampman. “From roads and bridges to permanent flood control, the Public Works Department continues to tackle projects that directly impact the day-to-day lives of residents.”

The American Council of Engineering Companies of Iowa will award the Engineering Achievement Award to the City of Cedar Rapids and civil engineering firm Anderson Bogert at their annual conference in May.

The City’s Engineering Division is responsible for implementing the infrastructure capital improvement program, which includes streets, bridges, sidewalks, trails, sanitary sewers, stormwater improvements, traffic signals, the Flood Control System and Paving for Progress programs.
**Remaining Sandbags**

In early January letters were sent to approximately 130 properties that still had sandbags. They were asked to get the sandbags to the curb by Jan. 30 for collection by Public Works and Solid Waste & Recycling employees. Currently, there are 40 properties that still have sandbags on the property that haven’t been moved to the curb. Another letter is being sent to these properties informing them there will be one final free curbside collection the week of Feb. 27. We hope the majority of these property owners will take advantage of the nice weather to get sandbags moved. However, anyone that still has sandbags on their property after the week of Feb. 27 will receive notification that the remaining sandbags will be treated through the City’s Solid Waste & Recycling Nuisance Abatement program. City staff will remove the sandbags and the property owner will be assessed for the clean-up costs.

**Lunchtime Yoga**

Starting March 7

The class is open to people of all skill levels and will be taught by yoga instructor Kristen Kuch.

**When:** 12:30 to 1:00 p.m. Tuesdays, March 7 - April 11

**Where:** Fourth floor ballroom of the Veterans Memorial Building

**What you need:** Bring is a yoga mat and a water bottle

**Cost:** $20 for the 6 week session  (payment will be collected on the first day of class)

Sign up by 5pm on Wednesday, March 1 to reserve your spot. A We must have a minimum of 15 people signed up in order to have the session.

Email Amanda Rabey at A.Rabey@cedar-rapids.org to reserve your spot.
Navigating life's twists and turns can be difficult. Even more so when faced with a disability that makes everyday activities a challenge.

Our upcoming ADA training will review details of the American with Disabilities Act, and spotlight “invisible” disabilities. Awareness of how invisible disabilities might present themselves is important to help us provide good customer service, make life more manageable for those with disabilities, and meet Title II ADA obligations.

All training will be held the week of March 6-10 at the Downtown Library - Whipple Auditorium. Training is mandatory for all employees who interact with the public so please mark your calendar and work with your department contact to register for a session today.

**Downtown Library - Whipple Auditorium**

Parking coupon code: **121616**

<table>
<thead>
<tr>
<th>Date</th>
<th>Morning Sessions</th>
<th>Afternoon / Evening Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY, MARCH 6:</td>
<td>No morning session</td>
<td>12-4 pm (afternoon session)</td>
</tr>
<tr>
<td>TUESDAY, MARCH 7:</td>
<td>8 am -12 pm</td>
<td>4-8 pm (evening session)</td>
</tr>
<tr>
<td>WEDNESDAY, MARCH 8:</td>
<td>7:45-11:45 am</td>
<td>12:15-4:15 pm (afternoon session)</td>
</tr>
<tr>
<td>THURSDAY, MARCH 9:</td>
<td>8 am -12 pm</td>
<td>4-8 pm (evening session)</td>
</tr>
<tr>
<td>FRIDAY, MARCH 10:</td>
<td>7:45-11:45 am</td>
<td><strong>No afternoon or evening session</strong></td>
</tr>
</tbody>
</table>

Please use PeopleSoft code ADA102 to register.
How to Make an APP!

Your Wellness Portal is now MOBILE FRIENDLY!
Save the login page on your phone’s home screen following the steps below, and next time you log in, it will feel like an APP!

APPLE:
1. Launch the Safari browser on Apple’s iOS and navigate to www.myhealthwthhsi.com/citycr
2. Tap the Share button (🔗) on the browser’s toolbar—it’s on the bar at the top of the screen on an iPad, and on the bar at the bottom of the screen on an iPhone or iPod Touch.
3. Tap the Add to Home Screen icon in the Share menu.
4. You’ll be prompted to name the shortcut before tapping the Add button.

The shortcut can be dragged around and placed anywhere, including in app folders — just like a normal app icon. When you tap the icon, it will load the website in a normal tab inside the Safari browser app. (Other browsers, like Chrome for iOS, don’t offer this feature. Due the limitations in Apple’s iOS, only Apple’s own Safari browser is allowed to do this.)

ANDROID:
1. Launch Chrome for Android and navigate to www.myhealthwthhsi.com/citycr
2. Tap the menu button and tap Add to Home screen.
3. You’ll be able to enter a name for the shortcut and then Chrome will add it to your home screen.

The icon will appear on your home screen like any other app shortcut or widget, so you can drag it around and put it wherever you like. Chrome for Android loads the website as a “web app” when you tap the icon, so it will get its own entry in the app switcher and won’t have any browser interface getting in the way. (Other popular Android browsers also offer this feature. For example, Firefox for Android can do this if you tap the menu button, tap the Page option, and tap Add to Home Screen.)

Sleep Hygiene
Presented by Lisa Lahr with Mercy EAP

Why is sleep important? We will explain the importance of sleep for both our physical and mental well-being, providing an overview of what sleep is, the positive effects of sleep, as well as the negative effects of not enough sleep. We will provide tips on how to work sleep into your day as well as how to get better sleep.

Tuesday, February 28
11:00 -11:30 am
Central Fire Station
713 1st Ave SE
Training Classroom, 2nd Floor

Wednesday, March 1
11:00-11:30 am
City Service Center
500 15th Ave SW
Five Seasons Conference Room

Wellness Hours can be used for this event
# C.O.U.R. WEIGHTLOSS Challenge

**Final Weigh-Outs**

February 27th - March 3rd

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library 8:30 - 9 am</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police 9:30 - 10 am</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airport 10:00 - 10:30 am</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W.P.C. 12 - 12:30 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

27  
28  
1  
2  
3

If any of the above dates and/or times conflict with your schedule, you are welcome to weigh-in any time during the week at Health Solutions Office:

151 5th Ave SE Suite 500 Cedar Rapids, IA 52402  
(319)362-2409  
Hours are Monday - Friday, 8am-5pm
Greetings for 2017:

A healthy lifestyle is your personal choice. The City of Cedar Rapids continues to partner with Health Solutions to provide a comprehensive wellness program that supports you in achieving your own personal health and wellness goals. Participation in the program allows you to...

- Save money on your monthly health insurance premiums. For example, the twelve month savings on a family plan in calendar year 2017 as a wellness participant ranges from $200 - $1000
- Learn more about your health based on your personal wellness report reviewed in depth with a trained health educator
- Work one-on-one with a health coach at your work location on work time
- Create a Care Team focused on you and your medical care provider to achieve your health goals
- Address your high risk areas that can help you to feel better and live longer

In addition to savings to the overall health plan, the wellness program impacts your bottom line as well. Not only are the health screening and risk assessment free, but you can save money throughout the year by being in better health.

Help us achieve the 2017 wellness goal of 75% of employee and spousal participation. Don’t forget...Spouses earn a $50.00 gift card for participating.

To receive the 2018 Health Insurance Premium with Wellness, employees must complete the following steps:

1) Complete the Health Risk Assessment Questionnaire
2) Schedule & complete an on-site Health Screening (or submit a Health Form)
3) Complete your follow-up Consultation
4) If eligible, engage in one-on-one Health Coaching

To Register:

Visit www.myhealthywithhsi.com/CityCR and follow the directions below to register your account:

- Click on ‘Register’ in the New Users box
- Read the Terms and Conditions and click ‘Accept’
- In the New Users Registration box, complete the following information:
  - Company: CityCR
  - Employee Member ID: Employee ID number
  - Spouse Member ID: EmployeeIDYYYYMMDD
  - Enter the rest of your profile information
- Click ‘Register’
- Set Password
- Click ‘Sign In’

Instructions on next page.
Now that you have registered, follow these steps ...

1. Complete the online **Health Risk Assessment Questionnaire** using the following steps:
   - From the **Home Screen**, click on ‘Start’ in the Assessments box
   - Complete all questions in each category, clicking the ‘Next’ button to move forward
   - Once all questions are complete, click the ‘Submit’ button in the lower right corner

2. Schedule your **Onsite Health Screening**. Deadline: April 28, 2017
   - In the Health Screening box, click ‘Schedule an Appointment’
   - Select the appropriate site from the drop-down menu
   - Choose an available screening date shown in white on the calendar
   - Click ‘Book It’ next to the screening time you prefer
   - Click ‘Finalize Appointment’
   - You can now exit out of the scheduling window

   *Fasting is required: Nothing to eat or drink, other than water, for 10-12 hours prior to your screening appointment. Drink plenty of water. Take any medications that do NOT need to be taken with food.*

   **This concludes the program enrollment steps.**

3. Complete your **follow-up consultation** with a Health Solutions health educator to review your results. Deadline: May 31, 2017

   If attending an onsite health screening, your consultation will be scheduled during the registration process. If you choose to submit a Health Form, you will be contacted by Health Solutions to schedule your consultation. This appointment, with one of our highly qualified health educators, is to review your results and is a great opportunity to ask questions and get information about any number of health related topics.

4. If recommended, you will then move into **personalized health coaching** as the final phase of our program. Whether you qualify for coaching based on a clinical health risk or you’re in need of the guidance and support to make lifestyle changes, a health coach is a committed partner in getting you to your best. Health coaching appointments will be scheduled at the time of your consultation. Every step in this process is allowed on work time.

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**Health Solutions**

Your Health and Wellness Partner

If you need assistance with portal registration or navigation, contact Health Solutions at 319-362-2409 or 888-362-8920.
Health Solutions Screening Schedule

Below you will find the screening dates for the 2017 Wellness Program. The deadline to complete an onsite screening or submit a health form is **April 28, 2017**.

There are four steps to receive the 2018 Health Insurance Premium with Wellness:
1) Complete the Health Risk Assessment Questionnaire
2) Schedule & complete an on-site Health Screening (or submit a Health Form)
3) Complete your follow-up Consultation
4) If eligible, engage in one-on-one Health Coaching

To begin visit: [http://www.myhealthywithhsi.com/citycr](http://www.myhealthywithhsi.com/citycr) *see the enrollment letter mailed to your home address for instructions on registering on the wellness portal and completing steps 1 & 2 above.*

<table>
<thead>
<tr>
<th>Screening Date</th>
<th>Day</th>
<th>Screening Time</th>
<th>City Site</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1, 2017</td>
<td>Wednesday</td>
<td>7:00 – 10:00am</td>
<td>City Hall</td>
<td>East Post &amp; West Post Rooms</td>
</tr>
<tr>
<td>March 2, 2017</td>
<td>Thursday</td>
<td>7:00 – 10:00am</td>
<td>City Hall</td>
<td>East Post &amp; West Post Rooms</td>
</tr>
<tr>
<td>March 3, 2017</td>
<td>Friday</td>
<td>7:00 – 10:30am</td>
<td>City Hall</td>
<td>East Post &amp; West Post Rooms</td>
</tr>
<tr>
<td>March 7, 2017</td>
<td>Tuesday</td>
<td>6:30 – 10:00am</td>
<td>Water Dept.</td>
<td>Stephen Cook Conf. Room</td>
</tr>
<tr>
<td>March 8, 2017</td>
<td>Wednesday</td>
<td>7:00 – 10:00am</td>
<td>Water Dept.</td>
<td>Stephen Cook Conf. Room</td>
</tr>
<tr>
<td>March 14, 2017</td>
<td>Tuesday</td>
<td>7:00 – 10:00am</td>
<td>Water Dept.</td>
<td>Stephen Cook Conf. Room</td>
</tr>
<tr>
<td>March 15, 2017</td>
<td>Wednesday</td>
<td>7:00 – 8:30am</td>
<td>Airport</td>
<td>Commissions Room</td>
</tr>
<tr>
<td>March 16, 2017</td>
<td>Thursday</td>
<td>8:00 – 10:00am</td>
<td>Main Library</td>
<td>Beams A</td>
</tr>
<tr>
<td>March 20, 2017</td>
<td>Monday</td>
<td>6:30 – 9:30am</td>
<td>CSC</td>
<td>5 Seasons Room</td>
</tr>
<tr>
<td>March 23, 2017</td>
<td>Thursday</td>
<td>6:30 – 9:30am</td>
<td>CSC</td>
<td>5 Seasons Room</td>
</tr>
<tr>
<td>March 24, 2017</td>
<td>Friday</td>
<td>6:30 – 9:30am</td>
<td>CSC</td>
<td>5 Seasons Room</td>
</tr>
<tr>
<td>March 27, 2017</td>
<td>Monday</td>
<td>6:30 – 9:30am</td>
<td>CSC</td>
<td>5 Seasons Room</td>
</tr>
<tr>
<td>March 28, 2017</td>
<td>Tuesday</td>
<td>6:00 – 9:30am</td>
<td>Police</td>
<td>Barta Classroom</td>
</tr>
<tr>
<td>March 29, 2017</td>
<td>Wednesday</td>
<td>6:00 – 9:30am</td>
<td>Police</td>
<td>Barta Classroom</td>
</tr>
<tr>
<td>March 30, 2017</td>
<td>Thursday</td>
<td>6:30 – 9:30am</td>
<td>Police</td>
<td>Barta Classroom</td>
</tr>
<tr>
<td>March 31, 2017</td>
<td>Friday</td>
<td>8:30 – 11:00am</td>
<td>Transit Admin Dept.</td>
<td>Main Conference Room</td>
</tr>
<tr>
<td>April 3, 2017</td>
<td>Monday</td>
<td>6:30 – 10:00am</td>
<td>CSC</td>
<td>5 Seasons Room</td>
</tr>
<tr>
<td>April 4, 2017</td>
<td>Tuesday</td>
<td>6:30 – 10:00am</td>
<td>CSC</td>
<td>5 Seasons Room</td>
</tr>
<tr>
<td>April 5, 2017</td>
<td>Wednesday</td>
<td>6:30 – 10:00am</td>
<td>CSC</td>
<td>5 Seasons Room</td>
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<tr>
<td>April 7, 2017</td>
<td>Friday</td>
<td>6:30 – 10:00am</td>
<td>CSC</td>
<td>5 Seasons Room</td>
</tr>
<tr>
<td>April 8, 2017</td>
<td>Saturday</td>
<td>8:00 – 10:00am</td>
<td>Health Solutions Office</td>
<td></td>
</tr>
</tbody>
</table>

If you need assistance with portal registration or navigation, contact Health Solutions at 319-362-2409 or 888-362-5920.
How to register for the 2017 Activity Incentive Program!

Starting February 1, 2017 employees and spouses covered on the health plan will be able to register for the 2017 Wellness Program and begin tracking their physical activity!

Earn multiple chances to WIN $$!

Start moving! In Quarter 1, you’ll start tracking your steps (which will be prorated with the February start date). Quarter 1 will establish your baseline for the remainder of 2017.

For each successive quarter, if you maintain your average daily steps, your name will be entered one time into a drawing for one of four $25 gift cards. If you advance to the next level in the following quarter (i.e. Quarter 1 = 5,000 steps average, Quarter 2 = 7500 steps average), your name will be entered twice into the drawing, increasing your chances to win! The goal is to keep moving AND improving your level of physical activity.

Activate your account: You may now register in the 2017 Health Solutions web portal and sync your device. If you participated in 2016, your device will already be synced. If you are a new participant to this challenge, follow the instructions below to sync your NEW device.

Register as early as possible to sync your device! Your data will only be automatically uploaded from the day you register, forward. You will have to manually log any back data.

* See below on how to add additional days/activities

<table>
<thead>
<tr>
<th>Milestones: Average Steps Daily</th>
<th>Quarterly Goal: 2,000 steps = 1 mile</th>
<th>Drawing chances earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>5,000</td>
<td>Qtr 1: Establish Baseline Milestone</td>
<td>N/A</td>
</tr>
<tr>
<td>7,500</td>
<td>Qtr 2-4: If same as Qtr 1</td>
<td>1 chance</td>
</tr>
<tr>
<td>10,000</td>
<td>Qtr 2-4: if advanced to next milestone</td>
<td>2 chances</td>
</tr>
<tr>
<td>12,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To register on the Wellness Portal:
- Visit [www.myhealthwithhsi.com/CITYCR](http://www.myhealthwithhsi.com/CITYCR)
- Click on Register in the New Users box
- Read the Terms and Conditions. Click Accept.
- In the New Users Registration box, complete the following:
  - Company: CityCR
  - Employee Member ID: [Employee ID number](http://www.myhealthwithhsi.com/CITYCR)
  - Spouse Member ID: [EmployeeIDYYYYMADD](http://www.myhealthwithhsi.com/CITYCR) (employee’s ID followed by spouse’s DOB)
  - Enter the rest of your profile information
- Click Register
- Set Password
- Click Sign In

To sync your NEW device:
- Visit [www.myhealthwithhsi.com/CITYCR](http://www.myhealthwithhsi.com/CITYCR)
- Enter member ID and password
- Once logged in, select Fitness Devices under the Menu in the upper right corner
- Select the activity tracker you wish to sync and click Connect
- Enter your log-in information for the particular tracker and follow instructions to sync.

If you have any questions regarding accessing your Health Solutions web portal, contact Anji Antkowiak at angajaa@hs-rx.com or Ashley Stickleay at ashleystickney@hs-rx.com or call 319-362-2409