Employee News

New Employees
John Libby - TEIA – Airport Guest Services Associate effective Jan 10. John joins the City from Adora Community.

Employee Transfers
Denise King Filip, BSD – transferred to Nuisance Abatement Officer effective Jan 8. Her previous position was ROW Permit Technician.

Employee W-2 Forms
The 2017 W-2’s will be mailed from the Finance Department to the employee’s mailing address on Wednesday Jan 17, 2018. If you have any questions, please contact Sarah Schrobilgen at 286-5057 or s.schrobilgen@cedar-rapids.org

Employment Opportunities

Administrative Assistant II
Engineering Intern I
Engineering Intern II
Large Equipment Operator (Parks) (Seasonal)
Parks Crew Leader (Seasonal)
Parks Crew Leader- Greenhouse (Seasonal)
Parks Equipment Operator (Seasonal)
Safety & Compliance Technician
Seasonal Construction Laborer (Seasonal)
Seasonal Laborer- Greenhouse (Seasonal)
Seasonal Laborer- Parks (Seasonal)
Seasonal Laborer- Recreation Maintenance (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.
City Manager & Directors Update

Flood Control Open House
A public open house will be held on January 25 to provide an update on key initiatives underway as part of the Flood Control System. At the open house, residents will have the opportunity to give feedback and learn more about initiatives currently underway, including:

- New Bohemia District / Masaryk Park: Plans are underway to relocate and highlight the historically and culturally important monuments that were previously located at Masaryk Park, near the Sinclair Levee. Residents will also be able to see renderings of the future NewBo Levee, which will extend from 12th Ave to 8th Ave.

- North Industrial Alignment: A feasibility study is underway for an optional extension of flood control around Cedar Lake. This option would protect more properties and businesses, while avoiding multiple crossings of railroad tracks.

- Greenways: Czech Village Greenway plan was developed with public input from the Greenway Parks Planning process and will be on display for public review. Parks and Recreation staff will be available to provide updates regarding potential changes, timeline, and first amenities to be built.

The open house will be held on Thursday, Jan 25, from 4:30 p.m. to 6:30 p.m. at the National Czech & Slovak Museum. Information can be found online at www.cityofcr.com/floodcontrol.

Memorial Drive Tree Removals
Work will begin this spring on a Paving for Progress project on Memorial Drive SE. The project includes concrete road reconstruction, water main, storm sewer, sanitary sewer and the addition of sidewalk on both sides of the street on Memorial Drive from Mount Vernon Road to Bever Avenue. Some tree removals were necessary on this project, and are currently underway in advance of the road work. As with all projects that require tree impacts, removals were reviewed and approved with input by the City Arborist, and new street trees will be planted as part of this project. Residents have been invited to a public meeting to learn more about construction impacts and closures: Thursday, January 18, from 5:30 – 6:30 p.m. at Erskine Elementary School Cafeteria. This will be the third meeting held for residents on this project.

2018 Citizen Survey
We are conducting a citizen survey this year to gather the opinions of Cedar Rapids residents regarding quality of life and government services in Cedar Rapids. The survey has been prepared and is ready to be mailed. Households that have been randomly selected to participate in the survey were notified by postcard this week and the surveys are being mailed today. After the scientific sample has been collected, the survey will be available online for the general public. Once all reports have been finalized, a representative from the National Research Center will present the reports to the City Council. The results of these two collections will be kept separate and reports will be presented to City Council and staff in spring 2018. This will be the second time this survey has been administered, the first in 2016. Our intent is to conduct this survey every two years to measure trends and progress. Results from the 2016 survey are available on the City’s Website here: http://www.cedar-rapids.org/news_detail_T6_R105.php

Puppy Jake Foundation Retreat
The Cedar Rapids Fire Department hosted a Puppy Jake Foundation Retreat at the Central Fire Station on Saturday, January 6 from 9:00-11:00 a.m.

The retreat allowed handlers and dogs, which are being trained to be Post-Traumatic Stress Disorder (PTSD) service animals for veterans, to be around various types of equipment, sounds, and smells related to the Fire Department and Police Department. It will also provide the dogs an opportunity to be exposed to sounds, sights, and smells that could occur if their veteran has a fire or medical issue.

Three handlers and their dogs participated in a firefighter turnout gear presentation to see what firefighters wear when battling a fire. They also explored various emergency response vehicles used by the Fire Department and Police Department. The Hiawatha Fire Department assisted by bringing an ambulance unit so that handlers and their dogs could experience what it would be like to be loaded onto a stretcher.

This is the first time that the Puppy Jake Foundation trained new puppies in Cedar Rapids. Puppy Jake Foundation is a 501(c)(3) nonprofit organization dedicated to helping military veterans through the assistance of well bred, socialized and professionally trained service dogs. Selecting, training, and placing service dogs with brave wounded warriors is goal of the Foundation. Puppy Jake Foundation also provides resources for the advocacy, awareness and acceptability in public for those that require the assistance of a service dog.
Strength in Unity:
City Manager’s Message for 2018

As we begin a new year it’s a great time to consider how we’re doing as a team. How can we improve our service, not just in the bustle of day-to-day operations, but in a way that allows everyone to do their best work? The way we relate to one another as employees impacts our success as individuals, as teams, and as a City.

Click on the picture below to watch the video.

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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.

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Retirement Planning Sessions with IPERS

Get detailed information about your retirement account. Learn about possible retirement dates, benefit option payouts, and service purchase options.

Location: Kirkwood Linn County Regional Center
ICAN Entrance
1770 Boyson Road
Hiawatha, IA
Individual Appointments April 23, 24, 25 & 26, 2018

OR

Location: Kirkwood Regional Center at University of Iowa
2301 Oakdale Blvd
Lower Level
Coralville, IA
Individual Appointments April 30, May 1, 2 & 3, 2018

Pre-registration is required to attend an individual appointment. To schedule an individual appointment contact IPERS at 1-800-622-3849. Appointment times will fill quickly, please do not delay in calling to set up an appointment.
Sexual Harassment Training

Who? Required for all program managers, supervisors, manager and directors
What? Sexual Harassment in the Workplace by Amy Reasner, attorney for Lynch Dallas Law firm in Cedar Rapids. Amy will share current local and national sexual harassment cases, legal requirements for employers and practical tools to create a positive, inclusive work environment
Why? Equip leaders with the knowledge and tools they need to effectively lead and manage within the city and our changing national climate
When? February, 8  9:00 – 10:00  or  2:00 – 3:00 - coordinate a time with your department contact
Where? Whipple Auditorium in the Public Library

For more information contact Sue Sager, Organizational Development Manager at s.sager@cedar-rapids.org

Spotlight on Organizational Health

FAQ: How will Org Health benefit the City of Cedar Rapids?

The employees of the City of Cedar Rapids will increase customer service, productivity, efficiency, innovation and morale by implementing organizational health concepts. By strengthening our team, we will strengthen our city. The organizational health journey at the City of Cedar Rapids began when our City Manager participated in an organizational health meeting two years ago. Since that time, city directors, managers and supervisors have participated in organizational health training and implemented key concepts to enhance teamwork at the City. The City core values (We Serve Enthusiastically, We Find a Way and We Team Up) were developed by the city directors through the org health initiative.

Our citywide goal to “strengthen our team to strengthen our city” enables us to work together to meet the needs of the public and provide exceptional customer service. Each department will contribute to achieving our collective goals by aligning department goals to citywide goals. As we collaborate together we will meet the needs of our citizens and exceed their expectations.

Benefits of Org Health

Org Health Scramble: EEICSVR
Unscramble the letters to answer the FAQ above. Click here to provide your response and be entered in the monthly org health drawing.

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.
2017 Physical Activity Challenge

Quarter 4 Winner
Amy Stevenson

<table>
<thead>
<tr>
<th>Measure</th>
<th>Quarter 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Enrolled</td>
<td>100 completed baseline in Qtr 1</td>
</tr>
<tr>
<td></td>
<td>45 completed Qtr 2</td>
</tr>
<tr>
<td></td>
<td>27 completed Qtr 3</td>
</tr>
<tr>
<td></td>
<td>13 completed Qtr 4</td>
</tr>
<tr>
<td>Total Miles Logged</td>
<td>5669.4 miles</td>
</tr>
<tr>
<td>Average Miles Logged</td>
<td><strong>436 miles = 872,215 steps</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Average of 9691 steps per day!</strong></td>
</tr>
<tr>
<td>Met the 5,000 step milestone</td>
<td>2 (15 %)</td>
</tr>
<tr>
<td>Met the 7,500 step milestone</td>
<td>5 (39 %)</td>
</tr>
<tr>
<td>Met the 10,000 step milestone</td>
<td>4 (31 %)</td>
</tr>
<tr>
<td>Met the 12,500 step milestone</td>
<td>2 (15 %)</td>
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</tbody>
</table>

Thank you to everyone who participated in the 2017 Physical Activity Challenge!
Stay tuned for details on the NEW and IMPROVED Wellness Activity Points Program for 2018!

For questions, please contact your Wellness Ambassador, or Anji Antkowiak, Health Coach with Health Solutions at 440-0787 or angelaantkowiak@hsi-rx.com
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

Free Popcorn

**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.
Employee Dress Code Guidelines

The following guidelines regarding employee dress have been recently added to the City's Personnel Policy Manual. These guidelines can be found in Section 1 - General: 1.16 Employee Dress Code. Please contact your supervisor or manager for information about department specific guidelines.

Employee Dress Code General Policy

It is the policy of the City of Cedar Rapids that City employees project a professional image at all times based on the following:

1. Job Responsibilities
2. Work Environment
3. Clothing Damage – Normal assigned job duties that regularly damage the employee’s clothing.

Specific Provisions

1. Whatever the employee’s position, work attire should always be in good repair, no tears or frayed edges.
2. In general, denim is not acceptable in an office environment unless it is a designated “casual" day.
3. Some employees’ appropriate work attire will change on a day to day basis dependent upon the tasks for the day. Employees should always be prepared for the unexpected, and it is recommended to have alternate clothing available if an unexpected circumstance arises.
4. Department dress codes will be developed based on the criteria listed above:
   Job Responsibilities, Work Environment, Clothing Damage – Normal assigned job duties that regularly damage the employee’s clothing.
5. Please see the additional guidelines for appropriate dress for Council and other public meetings (CPC, Board of Adjustment, etc.). Refer to the Uniform Policy 1.14 for information on City provided uniforms.

Holiday Season Giving

The Assessors, Building Services, Development Services, Fleet Services, and Information Technology Departments all very generously adopted two families this year for Christmas through Horizons, A Family Service Alliance. This is the 2nd year we’ve adopted a family/families with a total of 10 individuals each year. City employees once again came together to give to those families that would not have a Christmas. Thank you for your generosity.