Employee News

New Employees
Emma Lubben, PW - Geospatial Data Specialist I effective Jan 15. Emma joins us from SCA Idaho Corps.

Joseph Newton, UTIL – Water Pollution Control Process Operator effective Jan 15. Joseph joins us from the City of Iowa City Wastewater Division.

Employee Transfers
Breck Raim, PW – Street Supervisor effective Jan 15. His previous position was Public Works Streets Heavy Equipment Operator.

Congratulations
Ryan Beaver in Water’s Distribution Division just passed his Water Distribution Grade 1 exam and will be receiving a Distribution Grade 1 Certificate and will also be promoted.

Employee W-2 Forms
The 2017 W-2’s were mailed from the Finance Department to the employee’s mailing address on Wednesday Jan 17, 2018. If you did not receive your W-2 or have any questions, please contact Sarah Schrobilgen s.schrobilgen@cedar-rapids.org or at 286-5057.
3rd Avenue Bridge Lighting
We wanted to provide an update on the specialty lighting proposed by the Downtown SSMID for the 3rd Avenue Bridge. This will be one of the first projects undertaken by the Downtown District as part of an overall initiative to attract area visitors and enhance aesthetics. A shorter, sample dynamic lighting post was temporarily on display at Popoli Restaurant and the 3rd Avenue Bridge, and has recently been removed for plow operations. The dynamic lights can be programmed to change color for special events, and will replace 9 of the 18 street lights on the 3rd Avenue Bridge. A lighting study has confirmed that the 9 remaining standard street lights will provide adequate illumination on the bridge. The City has agreed to contribute to the project for an amount that would equal the cost of replacing the existing lights, which is about 1/3 of the project cost; the remaining cost will be paid for by the Downtown SSMID and other private donations. Following the completion of a final light study, installation is scheduled for this construction season. City Council will consider approving the City contribution of the project during its January 23 meeting.

Rockwell Student Employee Orientation
The City welcomes opportunities to participate in community and business events, and recently participated in Rockwell’s New Student Employee Orientation on January 25. Traffic Engineering Program Manager John Witt and Project Engineer Ron Griffith represented the City during the orientation, which provides an opportunity for Rockwell’s summer employees to meet community organizations and learn more about Cedar Rapids. Attendees had the chance to see some of the technology the Traffic Division uses to simulate vehicles going through intersections, and hear how the City engages with the public on capital improvement projects.

Hey Jeff – Employee Questions and Responses
Hey Jeff comment boxes are placed in a variety of locations throughout the city to allow employees to submit ideas and questions to the City Manager. Responses are provided directly to the submitter when possible, as well as though department Directors, Managers, Supervisors, and Listening Post members when appropriate. In an effort to share information with all employees, we will now be including questions and responses in the employee newsletter periodically for items of general interest to all employees.

Recent Hey Jeff Questions:

**Topic:** Dress Code
**Question/comment (summarized):** Employees in my area take issue with the new dress code guidelines. We work in a dirty environment that can impact the quality of our clothes. We do not work directly with the public. Cost and comfortability is our main concern.

**Jeff’s Response:** I worked closely with Department Directors to determine the new dress guidelines. The goal is to ensure employees of both external and internal service departments project a professional image at all times. I feel strongly that jeans do not reflect a professional image, and those working in an office environment should not wear them to work unless it is a designated casual day, as stated in the policy. Department Directors can provide further guidance based on individual work duties. We are not asking employees to spend large amounts on an expensive new wardrobe. Durable and comfortable khakis and slacks are available at many local department stores at costs equivalent to the cost of jeans.

**Topic:** 360 Degree evaluations
**Question/comment (summarized):** Can the city implement 360 degree evaluations to allow peers to provide input into performance evaluations.

**Jeff’s Response:** While we do not require 360 evaluations, the City’s current performance review process does allow for the ability to conduct 360 performance appraisals for those who would like to use it. More information, as well as evaluation forms are available in the leadership section of CR@Work. If you are interested in conducting a formal 360° evaluation please contact Amanda Felton at 286-5094, A_Felton@cedar Rapids.org.

**Topic:** Sick balance
**Question/comment (summarized):** Many State employees are able to use their unused sick leave to purchase health insurance upon retirement. Is that something we could implement to encourage employees to save their time.

**Jeff’s Response:** Because of the large cost liability, this is not something we are able to implement.

If you have a question for the City Manager, please submit it in one of the Hey Jeff boxes provided. Employees can also submit questions to Hey Jeff via email at HeyJeff@cedar- rapids.org. If you wish to email comments anonymously, please change the “From” area of the email to “HeyJeff” and the email will not be associated with the sender. While anonymous submissions are welcome, we do encourage submitters to include their name so we are able to reach out to you with clarifying questions and to provide a direct response to your question.
City Manager & Directors Updates

Continued

Human Resources Matrix Report
Following the recommendations for consolidation found in the Human Resource Matrix Report and with an aim of improving effectiveness and service to departments, the safety program is being consolidated into Finance under Risk Services.

The safety program will include two positions that will focus on training and one position that will be a technical expert. These positions will be responsible for safety audits, training, committee facilitation and regulatory compliance. At the January 23 City Council meeting, the City will begin implementing the recommendations from the Human Resource Matrix report by eliminating the Employee Safety Program Manager position which is held by Dave Beastrom.

In the interim Yvonne Aubrey, Risk Manager will assist with questions.

Say Thank You to a Wounded Veteran

Each year when the middle of January arrives, we ask for your help in signing cards for the Valentines For Vets program. This wonderful tradition of saying thank you to hospitalized veterans in Iowa City continues in 2018.

The CR Care Committee has made valentines that we will deliver to the KHAK studios in February. KHAK staff will then deliver them to veterans at the V.A. Hospital in Iowa City before Valentine’s Day.

We ask for your help in recognizing these veterans by signing a card. Your department will be given a handmade card that can be signed; we ask that you sign only your first name on the valentines.

The cards should be returned to: Joy Huber-Fleet Services by Friday, Feb 2.

Thank you for participating in this event. The CR Care Committee
Spotlight on Organizational Health

FAQ: How will org health be implemented at the City of Cedar Rapids?
Organizational health will be implemented through a top-down approach. The City Manager and Director team are using org health principles in their daily work. City leaders are focused on creating collective success for the City of Cedar Rapids. Implementation of org health principles at the Director level includes increased collaboration and communication through a shared strategic vision, greater citywide decision-making, increased innovation, daily meetings and quarterly planning session. Departments are encouraged to collaborate more and look for creative solutions. Each manager and supervisor will strive to create a trusting environment in which productive conflict can bring about new ideas. Team members will be encouraged to contribute to and support team decisions, hold one another accountable and put the collective good of the team as a top priority. Every employee at the City of Cedar Rapids will participate in a one-hour training session on organizational health that focuses on building trust to achieve collective results.

Org Health Scramble: OPT OWDN
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 on organizational health see www.tablegroup.com
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.

Sexual Harassment Training

Who? Required participation in the sexual harassment training on Feb. 8th includes individuals who:
1) Supervise one or more full-time, part-time or seasonal employee
2) Attend the monthly manager meetings
3) Deemed appropriate by the department director

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, 8th 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
## Facilities Maintenance Services Response Time Standards

Purpose: To best serve the City, requested maintenance actions must be planned, scheduled, and performed in some order of criticality. This prioritization allows for appropriate response times and the employment of FM resources in an efficient and effective manner. The following priority categories have been established to standardize FM’s internal processing of work requests and to serve as a guide for customer expectations.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Definition</th>
<th>Response Time (Business days)</th>
<th>Examples Include (but are not limited to)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>Fire, health, and safety items that demand FMs immediate response to protect and save property, documents, and lives. FM will authorize overtime to respond.</td>
<td>Immediate response to alleviate the situation, permanent repair may take longer</td>
<td>Fire alarms &amp; supervisory Elevator entrapments Building exteriors or sensitive spaces that can't be secured</td>
</tr>
<tr>
<td>Urgent</td>
<td>Non-emergency, urgent work that needs to be responded quickly. This is important work, however, OT may not be authorized if work can wait until the next day.</td>
<td>Within 24 hours (1 business day)</td>
<td>Fire alarm troubles Broken glass Minor pipe or roof leaks Clogged plumbing fixtures Short deadline</td>
</tr>
<tr>
<td>Expedited</td>
<td>Normal maintenance or service items that do not pose an immediate risk to facilities, systems or equipment or components.</td>
<td>1 to 5 business Days (depends on FM workload)</td>
<td>Cracked glass Minor plumbing leak/drip HVAC (typical hot/cold calls) Custodial Opportunity</td>
</tr>
<tr>
<td>Routine</td>
<td>Other work that can be responded to on a planned and scheduled basis.</td>
<td>6 to 10 business days</td>
<td>Furniture / equipment moving and repair Inoperable light or single outlet General room interior issues, walls / floors / ceilings</td>
</tr>
</tbody>
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Please see the following page for Facilities Maintenance contact information:
Facilities Maintenance Contact Information

<table>
<thead>
<tr>
<th>Environmental Services Supervisor</th>
<th>Facilities Maintenance Supervisor</th>
<th>Facilities Systems Administrator</th>
<th>Facilities Maintenance Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chuck Goss 286-5863 Office 521-6756 Mobile <a href="mailto:c.goss@cedar-rapids.org">c.goss@cedar-rapids.org</a></td>
<td>Jeff Koffron 286-5801 Office 775-7508 Mobile <a href="mailto:j.koffron@cedar-rapids.org">j.koffron@cedar-rapids.org</a></td>
<td>Pat McDonald 286-5892 Office 538-1081 Mobile <a href="mailto:p.mcdonald@cedar-rapids.org">p.mcdonald@cedar-rapids.org</a></td>
<td>Brent Schlotfeldt 286-5809 Office 538-4390 Mobile <a href="mailto:b.schlotfeldt@cedar-rapids.org">b.schlotfeldt@cedar-rapids.org</a></td>
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</tbody>
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Custodial Services ADA
Custodial Supplies Carpentry / Construction Facility CIP’s Energy Utilities
Grounds Maintenance Plumbing / Backflow Electrical / Lighting ADA
Pest Control Drywall / Painting System Controls Facility Construction/Modification
Elevators Roofing Fire Alarms Facility Policies
Window Washing Overhead Doors Building Automation System Alternative Energy
Snow Removal - Sidewalks Doors / Windows Facility Assessments Regulatory
Light Bulb Recycling Sediment Pits / Oil Interceptors Generators
Irrigation Systems Snow Removal - Parking Lots
Fire Extinguishers / Suppression Building Security - Alarms / Systems
Badge Access CSC Parking Lots / Fencing / Gates

Contact procedure for service.
Email Correct Supervisor 1st with Who - What - Where.
If someone is unavailable, next to contact info will be made known in out of office message.
Call if an emergency.
If it is an absolute emergency, call any of us. 24/7

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.