Employee Connection

Jan 23, 2017

Employee News

Retiring Employees


Peter Schmit, CRFD – retiring Jan 31, 2017. Peter started with the City Jan 3, 1990. His current position is Fire Captain (Day) – Advanced EMT.


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

Citizen Compliment

A customer from Foxborough Terr NE called the Solid Waste and Recycling Department last week to compliment the department on how they handled the garbage collection with the ice storm. The customer said the SWM employees all do an awesome job!
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>Lab Services Water Quality Analyst</th>
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<tbody>
<tr>
<td>Budget Analyst II - Department Only</td>
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<tr>
<td>*The CIP Engineering Program Manager has been extended to Feb3</td>
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<tr>
<td>Library Shelver (19 hrs)</td>
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<tr>
<td>Patron Services Specialist (19 hrs)</td>
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<td>Solid Waste Extra Driver</td>
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2016 Tax Information

W-2
The 2016 W-2’s were mailed from the Finance Department to the employee’s mailing address on Friday 1/13/17. If you haven’t received your W-2 or have any questions, please contact Sarah Schrobilgen at 286-5057 or s.schrobilgen@cedar-rapids.org

1095-C
As required by the Patient Protection and Affordable Care Act (PPACA), the City of Cedar Rapids is responsible for providing important tax information each year. Individuals will need this information about their health care coverage in order to correctly fill out their federal income tax return. Internal Revenue Service (IRS) form 1095, Employer-Provided Health Insurance Offer and Coverage statement, is intended to include all the necessary information to allow the recipient and/or the tax preparer to properly complete and file the recipient’s tax return.

1095-C forms will be issued to full-time and part-time employees who are benefit eligible and who were offered health care coverage during any portion of CY 2016 (i.e.: they were covered under the City’s health insurance plan; or they were offered coverage through the City and they declined coverage). **These forms must be filed with your federal tax returns.** Individuals who were on Retiree Health or COBRA during CY 2016 will also be receiving a 1095-C form.

The IRS deadline for employers to issue the 1095-C forms to employees is March 2, 2017. However, the City of Cedar Rapids plans on mailing the 1095-C forms to employees by February 3, 2017.

Please contact Bonnie Pisarik, 286-5078 or Molly Bagby, 286-5702 with any questions.
Quilt Raffle

benefiting

Flood Affected City Employees

Purchase tickets to win this beautiful quilt (9’ x 9’, $1,000 value) from Treasury or your department contact.

Tickets are available for purchase Jan 18 - 31. Drawing held Feb 3

1 ticket = $5, 3 tickets = $10, 7 tickets = $20

Funds will be divided and equally distributed to the 26 employees personally affected by the 2016 flood.

Thank you for your willingness to help our co-workers across the city. Please contact your department director or a member of the committee with questions.

A big THANK YOU to those pictured (Tammy Augustine - Building Services, Cindy Potter - Construction Engineering, Deanna Thomas - Building Services, Colette Molumby - (retired from Building Services) for donating your talent, time and material.
Say Thank You To Hospitalized Veterans with Valentines for Vets

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 2017.

The CR Care Committee has made valentines that we will deliver to the KHAK studios in February. Brain & Courtlin of KHAK 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 3.

Thank you for participating in this event.
The CR Care Committee
Sending File Attachments via Email

To assist with unknown file types while sending attachments, some recommendations are listed below:

- Some software will not recognize file names with spaces. Using underscores, dashes or no separation are better options.
- Use leading zeros for clarity ex. 001, 002 instead of 2.
- Avoid using special characters such as ~ @ $ % ^ & * ( ) ; < > ? , [ ] { } ' " and |.

If anyone has questions on sending email attachments, please contact the IT Service Desk at 286-5500.

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Thank you to the local businesses, organizations, and individuals who support Meals on Wheels during the week of Valentine's Day by ordering a gourmet lunch.

The $12 meals are delivered to homes and businesses. Six dollars of each meal goes directly to help feed a homebound senior. Watch for upcoming opportunities for the 7th Annual Lunchbox meal delivery.
Ethics Corner

City employees are participating in annual citywide training “The Culture of Ethics”. Some of you will remember that this topic was our first citywide training topic back in 2007. This year the discussion includes the need to make healthy ethical discussions an important part of creating an ethical culture in our organization. Regular conversation with co-workers and leaders about ethical issues is one way to encourage growth in ethical behavior and it will help us gain clarity on how we evaluate ethical issues. It is exciting to think that one of the outcomes will be better decisions made at all levels of the organization.

At your next team meeting bring up current ethical issues that your area faces or get started by discussing the couple of issues listed below. Share ideas about how different perspectives can change how the issue is seen by others, and let the group talk through how each of you might resolve the issue in an ethical way.

As City of Cedar Rapids employees, we hold ourselves to a high ethical standard and are held to this standard by the public we serve. Our representation of the City often carries over into our personal lives. This can occur when a friend or neighbor asks us a question related to City business, makes a request for a recommendation on a contractor or vendor, or you are posting comments or information on personal social media accounts. When do you stop representing the City and only represent your own views and opinions? It is important to discuss which situations in your personal life require you to measure yourself against the City ethical standard vs. your personal ethic (assuming that there is a difference).

- **Are your social media accounts really yours?**
  Do you view your personal identity on social media as completely independent of your identity as a City employee? To what extent should you think about how content you post or comments you make on social media may be viewed as a representation of the City? What ethical dilemmas related to your role as a City employee could arise as a result of posting comments or content on personal social media accounts?

- **Hey, you work for the City; who should I hire?**
  As City of Cedar Rapids employees, a significant number of us regularly deal with a wide range of contractors and vendors from construction contractors to various professional services. Friends and neighbors understand this and may ask you for a recommendation based on your experience at the City. When asked in our official capacity, we have policies in place that guide our responses (this may be a good time to review and polish these if staff members in your Department are unfamiliar).
  However, when asked by a friend or neighbor, should that same policy guide our response? In what situations will City policy not apply? How does the City ethical standard and personal ethics inform your responses?
GROUP DISCOUNTED TICKETS

City of Cedar Rapids has teamed up with the U.S. Cellular Center to provide employees & families with amazing discounts to a variety of entertainment! To use the password below on any of the events that apply, use the password below on any of the events that apply. This password can be used through ticketmaster.com or charge-by-phone 800-745-3000.
Also available at the U.S. Cellular Center Box Office. (unless noted below)

PASSWORD: CITYCR

Cedar Rapids Rampage
Jan 20th, 21st, Feb 3rd, 18th
Your Price: $40, $28, $21, $16, $13, $8
Regular Price: $40, $30, $23, $18, $14, $9
Party Zone $40.00 Includes All-You-Can-Eat & Drink Beer or Soda
Children 2 and under are Free

Rodeo
Friday Feb 10th & Saturday Feb 11th @ 7:30pm
Free Pre-Show Both nights 6-7pm
Your Price: $60, $33, $23, $13
Regular Price: $60, $40, $30, $20
Friday night Kid price:$21.50, $16.50, $11.50 Ages 2 & Under Free on Lap

Harlem Globetrotters
April 6th @ 7:00 pm
Your Price: $94.50, $64.50, $52.50, $33.50, $26.50, $22.50, $18.50
Regular Price: $45.50, $38.50, $31.50, $24.50
No Discounts on $94.50, $64.50, $52.50
Magic Passes Pre-Show Event 5:30-6:00pm
Your Price $16.00 Regular Price $22.00
Celebrate your BIRTHDAY with the Globetrotters!! Ages 2 & under are free on Parent’s lap

See next page for more Discounts

Box Office Hours: Monday thru Friday 10:00am—6:00 pm
GROUP DISCOUNTED TICKETS

PASSWORD: CITYCR

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**Casting Crowns The Very Next Thing Tour**  
*With Danny Gokey & Unspoken*  
Friday, April 7th @ 7:00pm  
Your Price: $78, $43, $33, $23, $18  
Regular Price: $78, $48, $38, $28, $18  
*ages 2 & under free on lap*

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**Titans Arena Football**  
Feb 4th, 17th, 25th, March 11th, 19th, April 8th, 22nd, May 5th, June 3rd  
Your Price: $35, $22, $16, $10, $9, $7  
Regular Price: $35, $24, $18, $12, $10, $8  
*Party Zone $45.00 includes All-You-Can-Eat & Drink Beer/Soda*  
Children 2 and under are Free on a lap

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**2Cellos at the McGrath Amphitheatre**  
Thursday, July 27th @ 7:00pm  
Your Price: $81.25, $59.50, $51, $42.50, $34- (GA Limited View)  
Regular Price: $95, $69.50, $59.50, $49.50, $39.50 - (GA Limited View)  
*ages 2 & under free on lap*

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**See next page for more Discounts**

**Box Office Hours:** Monday thru Friday 10:00am—6:00 pm
To purchase discounted tickets, just use the password below on any of the events that apply!
This password can be used online at ParamountTheatreCR.com (additional convenience fees will apply)
or charge-by-phone 319-366-8203. Also available at the Paramount Box Office.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Use Code</th>
<th>Discount Prices</th>
<th>Ages Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sesame Street LIVE</td>
<td>January 31st</td>
<td>3:00pm &amp; @ 6:30 pm</td>
<td>SESAME</td>
<td>Sunny Seats: $58.00, Gold Circle: $28, $20, $15</td>
<td>All Ages Must Have a Ticket</td>
</tr>
<tr>
<td>Broadway Shows—42nd Street</td>
<td>February 15th</td>
<td>@ 7:30 pm</td>
<td>CLASSIC</td>
<td>Regular: $73.00-$53.00</td>
<td>All Ages Must Have a Ticket</td>
</tr>
<tr>
<td>Menopause The Musical</td>
<td>April 29th</td>
<td>@ 6:30 pm</td>
<td>HOTFLASH</td>
<td>Regular: $55.50-$45.50</td>
<td>All Ages Must Have a Ticket</td>
</tr>
<tr>
<td>Broadway Shows— Cirque Dreams Jungle Family</td>
<td>May 16</td>
<td>@ 7:30 pm</td>
<td>LOVE</td>
<td>Regular: $73.00-$53.00</td>
<td>All Ages Must Have a Ticket</td>
</tr>
<tr>
<td>Follies 2017</td>
<td>Saturday, April 8th, 2017 at 2PM &amp; 7:30PM</td>
<td>Use Code “Group4Follies”</td>
<td>$42, $37, $32, $27, $22, $17</td>
<td>All Ages Must Have a Ticket</td>
<td></td>
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