Employee Connection

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Employee News

New Employee

Zachery joins the City from Eastern Iowa Tire.

Jacob See, FIN – Auto Equipment Mechanic effective Dec 19, 2017.
Jacob joins the City from See View Farms.

Sylvia Bagne, TEIA – Airport Guest Services Associate effective Jan 2.
Sylvia joins the City from Simmons Perrine Moyer Bergman Law Firm.

Kimberly Hartsell, FIN – Auto Equipment Mechanic I effective Jan 2.
Kimberly joins the City from Auto Truck Center.

Thank You From a Customer on Face Book

“A huge thank you to the kind recycling collector on the SE side this morning who saw me bringing out my recycling as he was pulling up. Instead of driving past my house because it wasn’t out and ready, he stopped, got out of his very nice warm truck, and helped me get my bin to the curb, along with all of my extra cardboard. His going the extra mile was greatly appreciated!”

Employment Opportunities

Assistant Golf Professional I (Seasonal)
Cashier/Concession Worker (Golf) (Seasonal)
Intern IV (Forestry)
Equipment Operator (Golf) (Seasonal)
Lead Cashier/Concession Worker (Golf) (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.

ADA Employee Training Sessions

ADA Employee Training Sessions for enrollment have been opened. There will be various sessions held throughout the month of February at both the Library and Central Fire Station.
This training is mandatory for all staff who interact with the public. Please take a look at the training dates and sign up for a session on PeopleSoft using course code ADA104 or by contacting Andrea Cooper, a.cooper@cedar-rapids.org
City Manager & Directors Update

Council Meeting to Live Stream
Starting at the February 13 City Council meeting, interested citizens will be able to view the Council proceedings in real time via the City’s Facebook page using Facebook Live. “Live Chat” will be disabled as real time City commenters are not planned at this time, but if someone cannot physically be at the Council meeting they will be able to view the meeting in real time on their internet connected computer or smartphone. Proceedings will continue to be recorded and broadcasted at a later time over the Mediacom and ImOn local access channels, as well as having the recordings available on the City website and indexed to the agenda so that viewers can jump to areas of interest (http://www.cedar-rapids.org/local_government/city_council/city_council_meetings/council_meeting_documents.php).

ShoreTel Connect
On Saturday, January 6 the desktop software that is integrated with our ShoreTel phone handsets was upgraded. Everyone received an email on Saturday with instructions to complete 5 steps of customization on your individual desktops.

This software functions in much the same way, but has a different look and feel. Many of the same functions like managing voicemail, City phone directory, instant messaging, placing a call or answering a call, and updating status availability are there. Please refer to the quick guide to learn how to find them (http://cratwork/BusinessTools/technology/Resources/Documents/ShoreTel%20Connect%20Quick%20Reference.pdf). NEW functionality is that the Conference Voice Bridging will now be setup and administered through ShoreTel Connect versus a separate Conference Call Bridge. After consulting the guide, those that would like an expanded, in-person training class of 45 minutes may sign up for the Course# ISC103 hosted by IT twice a day from 1/8/17 to 1/11/17. The training schedule is posted on CR@Work under Employee Training.

Call the IT ServiceDesk at x5500 for assistance with any item related ShoreTel Connect.

Email Photos
Outlook Email photos were added to our City profiles at the end of 2017. The same photograph that was used for your Lenel badge and for the Employee Directory on CR@Work (http://cratwork/Pages/EmployeeDirectory.aspx) was used. Some individuals have submitted updated photos to be used for this purpose or were interested in having new photos taken. IT will host a “picture retake” day on Friday, January 12 from 7:30AM to noon at our offices located in the City Services Center. Any new photos taken on that day or ones that were submitted that meet the criteria will be updated on the system by the end of January.

Update to Annual Rental Unit Registration Fee
Cedar Rapids currently requires landlords to pay an annual rental unit registration fee, which helps cover approximately 50 percent of program costs, including health and safety inspections for more than 19,400 rental properties in Cedar Rapids. Cedar Rapids has one of the lowest fee requirements in the state for rental housing programs, and the Building Services Department recommends increasing the annual fee to better address the growing number of registered rental properties and the professional housing and safety inspections they require. This would be the first fee increase since 2010. The new fee structure will be presented to Council during the January 23 meeting. Below are the current and proposed fee structures.

<table>
<thead>
<tr>
<th></th>
<th>CURRENT ANNUAL RATE</th>
<th>NEW ANNUAL RATE</th>
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</thead>
<tbody>
<tr>
<td>Single Unit/Duplex/Condo</td>
<td>$30 annually</td>
<td>$38 annually</td>
</tr>
<tr>
<td>Multi-Family Structure</td>
<td>$25 annually + $8/unit</td>
<td>$30 annually + $10/unit</td>
</tr>
</tbody>
</table>

For most landlords, the fee update will mean an increase of $8 annually. Landlords who own multiple properties would see the highest increase. They are also the ones who receive the most annual inspections. The Building Services Department is in the process of communicating these fee changes to all registered landlords. To address questions, three open houses have been established for landlords to meet with staff and discuss questions or concerns:

Open House Schedule:
Tuesday, Jan 9 9:00 a.m. – 10:30 a.m.
Wednesday, Jan 10 Noon – 1:30 p.m.
Friday, Jan 12 2:00 p.m. – 3:30 p.m.
*Held at the City Services Center, Five Seasons Conference Room
Spotlight on Organizational Health

FAQ: What is Org Health?
Organizational health is a framework that fosters effective teamwork and productivity. The organizational health model created by Patrick Lencioini, author of Five Dysfunctions of a Team, outlines the root causes and solutions to dysfunctions in teams. By implementing these concepts, the City of Cedar Rapids can increase customer service, productivity, efficiency, innovation and morale. The 5 dysfunctions that inhibit effective teams include:

- Dysfunction #1: Absence of Trust: The fear of being vulnerable with team members
- Dysfunction #2: Fear of Conflict: The desire to preserve artificial harmony
- Dysfunction #3: Lack of Commitment: The lack of clarity or buy-in to team decisions
- Dysfunction #4: Avoidance of Accountability: The need to avoid interpersonal discomfort
- Dysfunction #5: The pursuit of individual goals and personal status

Organizational health is a citywide approach to overcoming these dysfunctions and creating an effective, productive workforce.

Why do I believe in org health?
“I believe in organizational health because it is the right thing to do. Strengthening our team to strengthen our city will enable the City of Cedar Rapids to flourish as a vibrant community.” Jeff Pomeranz, City Manager

Org Health Scramble: EAOKMRW
Unscramble the letters to answer the FAQ. 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.

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.
C.OUR. Weightloss Challenge

Individual or Team 8 week weight loss challenge!

Winners Receive WELLNESS POINTS

- May use your final weight from Maintain Don’t Gain Challenge for your initial weigh in for this challenge. *The schedule listed below is for both the final weight out for Maintain Don’t Gain and initial weigh in for the Weight loss Challenge
- Teams must have 4 (choose your own team) individuals and must have a team name. If you need help forming a team, Health Solutions or your Wellness Ambassador can assist in finding team members
- **All participants** must weigh in at Week 1 and 8 to be eligible.
- Wellness Points will be awarded to the top 3 teams and the individual with the highest percentage of total lost. The participant with the highest percentage of total lost can be on a team and receive points for both.

**Wellness Points**

Any participant that loses weight earns 50 points

Earn points for tracking steps and activity too!

<table>
<thead>
<tr>
<th>1st Place Team</th>
<th>500/each</th>
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<tbody>
<tr>
<td>2nd Place Team</td>
<td>250/each</td>
</tr>
<tr>
<td>3rd Place Team</td>
<td>150/each</td>
</tr>
<tr>
<td>Participant with overall largest % lost</td>
<td>500</td>
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Weigh in Jan 8 -12, 2018. You can also weigh in with your coach.

<table>
<thead>
<tr>
<th>Monday, Jan 8</th>
<th>Tuesday, Jan 9</th>
<th>Wednesday, Jan 10</th>
<th>Thursday, Jan 11</th>
<th>Friday, Jan 12</th>
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<tbody>
<tr>
<td>Airport – Main Conf Rm: 8:30 – 9 am</td>
<td>City Hall – East Post Room 7:30 – 8:30 am &amp; 1 pm</td>
<td>City Services Center 8 am – 9 am &amp; 12 – 1 pm</td>
<td>WPC – Conf Rm: 11:30 am – 12:30 pm</td>
<td>Water Department – Safety Room 7:30 – 8:00 am &amp; 12 – 1 pm</td>
</tr>
<tr>
<td>Library – Teaming Room B: 9:30 – 10 am</td>
<td>Health Solutions Office 1 – 4:30 pm</td>
<td>Health Solutions Office 1 – 4:30 pm</td>
<td>Health Solutions Office 1 – 4:30 pm</td>
<td>Health Solutions Office 8:30 – 4:30 pm</td>
</tr>
<tr>
<td>Fire Dept – Admin Conf Rm, 11:30 – 12 pm</td>
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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.
2017 Season of Giving

Public Works adopted a family with 4 children this year through Olivet Neighborhood Mission. The family received numerous gifts, food, and cleaning supplies. Donations were wrapped and dropped off in time for Christmas. Thank you to all who donated. Your generosity was greatly appreciated.

The Finance department decided to slightly change up the Christmas season giving. Instead of adopting a family as in years past, this year it was decided to split our charitable endeavors by giving to both Toys for Tots and the local food reservoir. From Oct 27 through Dec 8 the Finance department collected Toys for Tots.

Then from Dec 1 through Dec 18, the Finance department collected non-perishables for HACAP. 240 items were collected to equal 238 lbs. equivalent to 198,333 meals.