Employee News

New Employees


Employee Transfers

Kevin Scott, Parks & Rec – has transferred to Recreation Maintenance Repair Worker I effective Mar 12. His previous position was Parks Construction Operator II.

Employee Info Sessions: 2019 Wage Review

The City is undergoing a comprehensive review of position descriptions and salary compensations for non-bargaining employees, and will be asking for your participation. This includes reviewing current position descriptions to ensure they most accurately reflect the work our employees do. This review will be examining the position (what the job does) not the person. While positions, job descriptions, and job duties may change as a result of the review, individuals currently serving in positions will not have a pay decrease as a result of the study. This study will help our Finance and HR Departments determine if our pay structure is appropriate and competitive.

Your Role:
Non-bargaining employees will have the opportunity to describe what their current job duties entail, giving us a better understanding of the duties and responsibilities of our classification structure.

Employee Information Sessions:
The Finance and HR Departments understand employees may have questions throughout this process, and are committed to making information accessible and open throughout the review. If you are a non-bargaining employee, please sign up for one of the Information Sessions on the following page, so you can meet the consultant team and learn more about the study and your participation. You will need to register in People Soft with the course code of your choosing.
City Manager and Director Updates

**Paving for Progress 2019**
The 2019 Paving for Progress construction season is kicking off as warmer temperatures return. In all, crews are aiming to complete up to 50 projects this construction season, depending on the weather. This year, crews will tackle the largest number of neighborhood streets in a single construction season since Paving for Progress began. Approximately 80-90% of projects scheduled for this year are in residential neighborhoods. Public Works held two open houses this month and talked with dozens of interested residents about their street project; property owners had the chance to meet the Street Supervisor who would be working directly on their project. Attached is a press release that was issued on Friday to kick off the start of this year’s program. Residents can find a full list of the 2019 projects, as well as download the 5-Year Report, on the City’s website: www.cityofcr.com/pavingforprogress

**Hexagon Intergraph System**
The Information Technology Department lead the Cedar Rapids Police and Fire Departments, Joint Communications Agency and Linn County Sheriff's Office to upgrade the existing Hexagon Intergraph System. This system is crucial to public safety operations. The new system went live on Tuesday, March 12 at 9:00am.

**Private Surveillance Camera Registration**
The Cedar Rapids Police Department requested the Information Technology Department’s assistance to create the form to enable residents to register their private surveillance cameras with the Cedar Rapids Police Department to assist with preventing crime in the community. To create the web form, the Information Technology Department used the existing Environmental Systems Research Institute (ESRI) Geo Form Module.

Here is a link to the Security Camera Registration: http://crgis.maps.arcgis.com/apps/GeoForm/index.html?appid=4aace562bc1e44cd8aad1405ca99ee59

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**Facility Security and Alertus Active Threat Alert System**
The City of Cedar Rapids considers the security of its employees and citizens to be a priority. Over the past year, multiple teams have worked together to evaluate, develop and implement various plans, policies and precautions to increase security for our employees and citizens who visit City facilities. The security measures put into place are thoughtfully balanced with the essential need for creating an inviting atmosphere for citizens to feel welcomed at City facilities and for staff to optimally serve customers.

As part of this effort, a **City Facility Security, Access, and Use Policy** was developed to comprehensively address procedures and provisions created to increase security for our employees and citizens who visit City facilities. One of the security items that the policy references is the Alertus Active Threat Alert System. Managers and Alertus trainers will coordinate to review both of these policies with every employee in their departments over the next few weeks. All employees must verify and sign off that they have read and understand the Facility Security Policy in its entirety including the supplemental policies and procedures.

Once all employees are trained on the Alertus Active Threat Alerts System, IT will deploy the system on all city desktops. Details on system testing will be communicated at a later date.
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Wage Review Information Session – Please Sign Up

All non-bargaining employees: please select one (1) session listed below and register in People Soft. You can only register for the Leadership session if you are a supervisor, manager, or director.

Supervisors, Managers, and Directors: You are required to attend the mandatory leadership training session on March 28, in addition to one (1) of the employee sessions of your choosing. Please register for both in People Soft.

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-9:30 AM</td>
<td>City Services Center, Time Check Hall</td>
<td>HRD550-1901</td>
</tr>
<tr>
<td>10:30 AM-12:00 PM</td>
<td>Water Administration, Stephen J. Cook</td>
<td>HRD550-1902</td>
</tr>
<tr>
<td>1:30-3:00 PM</td>
<td>City Hall, Council Chambers</td>
<td>HRD550-1903</td>
</tr>
<tr>
<td>5:30-7:00 PM</td>
<td>Police Department, Community Room</td>
<td>HRD550-1906</td>
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</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-9:00 AM</td>
<td>Library, Whipple Auditorium</td>
<td>HRD560-1901</td>
</tr>
<tr>
<td>9:30-11:00 AM</td>
<td>Library, Whipple Auditorium</td>
<td>HRD550-1904</td>
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<tr>
<td>11:30 AM-1:00 PM</td>
<td>Library, Whipple Auditorium</td>
<td>HRD550-1905</td>
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</table>

Additional information on the 2019 Wage Review can be found on CR@Work
VALUES IN ACTION
RECOGNITION PROGRAM

What are the recognition categories?

CORE VALUES
1) Serve Enthusiastically: We have a people-first attitude. We take initiative. We go the extra mile.
2) Find a Way: We are problem solvers. We listen and learn. We explore creative alternatives.
3) Team Up: We are open and approachable. We value relationships. We serve with generous intent.

SAFETY
Recognize behaviors that promote a safe work environment and commitment to safety.

INNOVATION
Propose and implement improvements to our programs, processes, procedures or practices. This may include service, operations, equity/empowerment or security.

Who can be recognized?
All City employees
(full-time, part-time, seasonal and interns)

Individuals or groups of City employees
(from one or more departments)

Who can submit a recognition form?
Any City employee can submit a recognition form for any other City employee or group.

What is the submission process?

Electronic:
• OrganizationalHealth@cedar-rapids.org
• Heyjeff@cedar-rapids.org
• Web
• Employee Newsletter link

Paper:
• “Hey Jeff” box
• Through a supervisor or designee

What type of recognition could employees receive?
Employees may receive recognition through an email from a supervisor, the employee newsletter, building monitors, name listed at monthly manager meetings or name listed at the City Manager update, or certificate from the City Manager. Each recognition submission will be considered by the recognition team and city director team for optimal impact. The recipient will be notified of this submission and who submitted it.

ORGANIZATIONAL HEALTH RECOGNITION COMMITTEE MEMBERS:

<table>
<thead>
<tr>
<th>City Manager’s Office</th>
<th>Michelle Bostwick, x5736</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Development</td>
<td>Amanda Lehman, x5159</td>
</tr>
<tr>
<td>Development Services</td>
<td>Amy Icenbice, 286-5691</td>
</tr>
<tr>
<td>Finance</td>
<td>Jared Suchan, x5949 or Jackie Lynch, x5125</td>
</tr>
<tr>
<td>Fire</td>
<td>Stacy Mason, x5243</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Sue Schoenfelder, x5110</td>
</tr>
<tr>
<td>Library</td>
<td>Tina McCullough, 261-7323</td>
</tr>
<tr>
<td>Parks and Recreation</td>
<td>Tyler Wildeboer, 432-2851</td>
</tr>
<tr>
<td>Police</td>
<td>Denni Randall, x5471</td>
</tr>
<tr>
<td>Public Works</td>
<td>Mandee Beardsley, x5844 or Bryan Hemphill, 521-1982</td>
</tr>
<tr>
<td>Utilities</td>
<td>Christine Knapp, x5174 or Jason Fagle, x5897</td>
</tr>
</tbody>
</table>

Contact your department representative for more information.

Here is the link to the form so employees can submit co-workers. [http://cratwork/EmployeeResources/orghealth/Documents/Values%20in%20Action%20Recognition%20Form.pdf](http://cratwork/EmployeeResources/orghealth/Documents/Values%20in%20Action%20Recognition%20Form.pdf)
Citywide Training March 2019

Employee Recognition: Values in Action
Have you ever wondered why you feel energized after talking with some people and deflated after talking with others? In this session we will discuss “Bucket Dipping” and how you can leverage this concept to positively impact your peers and work environment. An overview of the City’s Values in Action Recognition Program will be shared. Facilitated by Sue Sager, Organizational Development Manager. PeopleSoft Code: CMO502 Session: 0001

Tuesday, March 19
11:00am - 12:00pm
Five Seasons, CSC

Wednesday, March 20
2:00pm - 3:00pm
Training Room City Hall

Navigating Workplace Change
As we serve our community, we are surrounded by change on a daily basis. This session will provide a change management framework based on Williams Bridges book, Managing Transitions. We will discuss methods to adapt to our circumstances and discuss tools on building our resiliency. Facilitated by Sue Sager, Organizational Development Manager. PeopleSoft Code: CMO535 Session: 0001

Tuesday, March 26
11:00am -12:00pm
Five Seasons, CSC

Thursday, March 28
1:00pm - 2:00pm
Training Room City Hall

Register through PeopleSoft:

DIRECTIONS ON HOW TO ENROLL IN A COURSE:
• Log-in to PeopleSoft http://galena/psp/HRPROD/?cmd=login&languageCd=ENG
• Click on “Self-Service” “Learning & Development” “Request Training Enrollment” “Search by Course number”
• Enter in course number: See above
• Click “Search”
• View all available sessions and click on the session you would like to attend and click “continue”

For more information contact Sue Sager at organizationalhealth@cedar-rapids.org or 319-286-5267.
VALUES IN ACTION
RECOGNITION PROGRAM

INNOVATION
Standard Parade Routes
Mary Oehler - Public Works
Andrea Cooper - City Manager's Office
Charlie Fields - Police
Vance McKinnon - Fire

Fully Involved Program – Fire Department
Cheme Fairlie, Julie Popelka, Nicky Stansell,
Molly Knook, Janeen Justice, Amy Kunkle,
Megan Wichmann, Stacy Mason

Mental Health Program – Police Department
Chris Bieber, Nicole Watters, Vicky Syverson

Fire Alarm Blitz
Julie Popelka, Fire

CITY CORE VALUES
We serve enthusiastically
We find a way • We learn up

ADA Training – Police Department
Nicole Watters, Chris Bieber, Jeff Faircloth, Vicky Syverson

WPC Lab Solution
Chris Nelson, IT

Serving Enthusiastically
Rhonda Jeffery, Police

SAFETY
Work Zone Safety
Pat Keating

Recognize a co-worker at
http://cratwork/EmployeeResources/orghealth/Pages/index.aspx
or organizationalhealth@cedar-rapids.org

CORRIDOR CORPORATE GAMES
JUNE-JULY 2019

Learn more at CorridorCorporateGames.org

What is Corridor Corporate Games?
Corridor Corporate Games is a company based competition that enables and supports teamwork, company pride and corporate wellness through healthy competition. 2019 will be the inaugural year for this annual event. Over twenty events and competitions will be offered, held in mid-2019 throughout the Cedar Rapids/Iowa City Corridor, and include both competitive and non-competitive, team and individual events. All events will be held in the evenings and on the weekends.

Companies earn points through participation and placing at events, and the top companies receive awards, including the coveted Corporate Games Cup. The Corporate Games Cup is a traveling trophy awarded to the top companies in each company size division.

How do I participate?
Contact Grant Weber or Jesse Hahn, Cedar Rapids Parks & Recreation Athletics Coordinators, if you would like to participate.
Grant Weber, g.weber@cedar-rapids.org, 319-286-5698
Jesse Hahn, j.hahn@cedar-rapids.org, 319-286-5069
Fair Housing Poster Contest

The Civil Rights Commission is holding their 5th annual Fair Housing Poster Contest in honor of Fair Housing month in April. This year’s theme is “Fair Housing: Opens Doors and Welcomes All.” The contest is open to K-12 students in Cedar Rapids area school and first place winners will receive $500 towards a College Savings Iowa 529 Plan. The deadline for submissions is Monday, April 1st. Please visit their website, www.cedar-rapids.org/civilrights, for additional information on the contest.
One of the most important elements to good nutrition many people don’t account for is…

TIMING!

What do we mean by ‘Timing’?

- The time of day and how many hours a day you ingest food.
- Timing may seem insignificant, but it can actually play a major role in the health of your body.
- When we teach our bodies to run on sugar as fuel, we strap ourselves into this roller-coaster ride of highs and lows.
- What’s the best way to get off the ride? Become fat-adaptive.

What is Fat-Adaptive?

- Being fat-adaptive is when our body burns fat for fuel.
- A key factor in becoming fat-adapted is utilizing meal timing, or intermittent fasting, to reply on your own natural flow of hormones.
- For example, Human Growth Hormone (HGH). When your body begins to naturally create HGH you will see benefits such as a decrease in excess body fat storage, stronger bones, and a more controlled blood sugar.
- The more time you can allow your body to rest and rejuvenate at night, the more likely your body is to produce HGH.
- Aim to fast for 10-12 hours. Typical guideline:
  - Eat 8AM-6PM
  - Fast 6PM-10PM
  - Sleep 10PM-6AM

*IMPORTANT TO NOTE

- Stop eating at least 3 hours before sleeping.
- During your selected ‘eating window’, make sure you are still consuming your nutritional daily intake.
- Consultant with your Health Coach or Primary Care Provider on how to best incorporate this practice into your lifestyle.

How to Use Meal Timing to Overcome Cravings

BREAKFAST:
Technically termed, ‘breaking-the-fast’, breakfast should be your largest meal of the day as your body needs nutrients and energy in order to function at its best. Eat healthy fats, protein, and natural carbs.

Optional SNACK: Due to fasting and a larger breakfast, you may notice you’re hungrier. That’s okay and should be honored. Eat a snack that contains protein, fat, or a small amount of carbs.

LUNCH:
It’s important that eating a good lunch makes it into your schedule to help prevent an afternoon slump. Again, eat health fats, protein and this time, a medium amount of natural carbs.

Optional SNACK: Protein + Fat

DINNER:
We’ve been trained that dinner is the largest meal of the day, however, it should be your smallest. We’re winding down for the day and therefore our body needs less energy in the form of food. Eat a smaller amount of fat, protein, and natural carbs.

Where are sugars hiding in your diet?

Sugar has a bittersweet reputation when it comes to health. Sugar occurs naturally in all foods that contain carbohydrates, such as fruits and vegetables, grains, and dairy. Consuming whole foods that contain natural sugar is okay. Plant foods also have high amounts of fiber, essential minerals, and antioxidants, and dairy foods contain protein and calcium.

Since your body digests these foods slowly, the sugar in them offers a steady supply of energy to your cells. A high intake of fruits, vegetables, and whole grains also has been shown to reduce the risk of chronic diseases, such as diabetes, heart disease, and some cancers.

However, problems occur when you consume too much added sugar — that is, sugar that food manufacturers add to products to increase flavor or extend shelf life. Sugar can turn up in some unexpected places, from salty or savory foods, to items we would normally think of as healthy options.

Common products that may contain hidden added sugars:

- Flavored yogurts (Greek or regular)
- Cereals
- Applesauce
- Crackers
- Fruit snacks
- Nut butters
- Instant oatmeal
- Granola or granola bars
- Dried fruit
- Coffee drinks
- Tomato sauce
- Sauces (ketchup, BBQ, teriyaki, etc.)
- Non-dairy milks (soy, almond, rice, etc.)
- Bread
- Flavored Water
- Bottled teas
- Juice
- Salad dressings
- Marinades
- Sports drinks
- Meat jerky
- Protein powders or bars
Nutrition labels in the US are required to list ingredients by quantity, from highest to lowest amount. This means that the first ingredient is what the manufacturer used the most of. To prevent sugar from appearing as the first or second highest ingredient in their recipe, many food manufacturers will break it up into the different types of sugar used. To further confuse the amount of sugar used, they might use different names for the sugar, such as their naturally occurring source or their scientific name.

The many names of sugar

**Plain Sugars:**
- Sugar (brown, cane, raw, beet, confectioner’s, etc.)
- Syrup (high fructose corn syrup, malt syrup, refiner’s syrup, rice syrup, etc.)

**Scientific Names for Sugar:**
- Dextrose
- Fructose
- Glucose
- Galactose
- Lactose
- Maltose
- Ribose
- Saccharose
- Sucrose
- Monosaccharide
- Disaccharide
- Polysaccharide

**“Natural” sugars:**
- Agave nectar
- (Evaporated) can juice
- Molasses
- Coconut nectar
- Fruit Juice
- Rice malt (extract)
- Coconut sugar
- Honey
- (Sweet) sorghum
- Date sugar
- Maple syrup
- Treacle

Which has the most sugar in each group?

**A**
- 2 Tbsp. sweet honey barbecue sauce
- 2 Tbsp. honey mustard salad dressing
- 1 Tbsp. jelly

**B**
- ½ cup spaghetti sauce
- 1 packet instant flavored oatmeal
- 2 Tbsp. ketchup

**C**
- ½ cup dried fruit
- 6 oz. flavored yogurt
- 1 cup granola

**A –**
- Barbecue sauce – 13 grams of sugar
- Salad dressing – 6 grams of sugar
- Jelly – 12 grams of sugar

**B –**
- Spaghetti sauce – 7 grams of sugar
- Oatmeal – 12 grams of sugar
- Ketchup – 6 grams of sugar

**C –**
- Dried fruit – 13 grams of sugar
- Flavored yogurt – 26 grams of sugar
- Granola – 19 grams of sugar
City of Cedar Rapids
Wellness Program Incentive Requirements

Program Offerings

<table>
<thead>
<tr>
<th>Eligible Population</th>
<th>Incentive</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefit Eligible Employees All benefit eligible employees are invited to participate regardless of participation in the health plan</td>
<td>2020 Health Plan with Wellness Rate – SAVE $$$</td>
<td>Complete the annual risk analysis steps Engage in coaching, if invited</td>
</tr>
<tr>
<td>Covered Spouses Must be enrolled in the Health Plan</td>
<td>$200 Cash Card Mailed to the spouse after completed</td>
<td>Complete the annual risk analysis steps</td>
</tr>
</tbody>
</table>

Program Requirement Details

Annual Risk Analysis
1. Online Health Risk Assessment – Due 4/30/2019
2. Health Screening – Due 4/30/2019
   a. From the wellness portal, participants can select one of the following screening options:
      i. Screening Event at a City of Cedar Rapids or Health Solutions Location
      ii. Health Form from a Medical Provider
      iii. Lab Corp Location
      iv. Weland Labs Location (Weland only completes lab draws, biometrics must be submitted separately)
3. Understand Your Health Risk Assessment – Due 5/31/2019
   a. Attend a seminar onsite or view a video on your wellness portal to understand your results and the resources available to help you maintain or improve your well-being

Required Coaching Programs
1. High Risk Participants with uncontrolled chronic condition or critical clinical values, based on national standards
   a. Engage in monthly coaching sessions which may include follow up with a medical provider as directed. Care Team includes a Health Coach and Clinical Pharmacist.
2. Moderate Risk Participants identified with high clinical values, based on national standards or Metabolic Syndrome
   a. Engage in monthly coaching sessions or Health Transition University (if eligible). Options will be reviewed in detail at your Understand Your Health Risk Assessment session. Care Team includes a Health Coach.

Additional Resources
All employees and covered spouses are invited to participate in ongoing programs offered from the City of Cedar Rapids Wellness Ambassadors. Earn prizes for participating in events each quarter. Learn more by completing your Understand Your Health Risk Assessment session!

Alternatives for completing the incentive requirements are available upon request. Visit the Resources section on your Health Solutions wellness portal to learn more.

Health Solutions Customer Care
888-362-5920 or info@hsi-rx.com
Cedar Rapids Fire Department
Wednesday March 27, 2019
11:00 am — 1:00 pm
FREE ADMISSION

Adult Resource Expo

Central Fire Station

Sample vendors:
♦ Iowa Ombudsman Office
♦ KMRY
♦ 380 Express
♦ Mercy Hospice
♦ Premier Investments
♦ Linn Co. TRIAD

Community Risk Reduction—Public Education

Cedar Rapids Fire Department
713 First Avenue SE-Second Floor
Cedar Rapids, IA 52401

Contact Person: Firefighter/Paramedic Julie Popelka
Phone: 319.286.5166
E-mail: j.popelka@cedar-rapids.org

Parking is limited—look for signage
FEATURING CITY EMPLOYEES HIGHLIGHTING PROGRAMS AND INITIATIVES THAT IMPACT OUR RESIDENTS. OPEN TO ALL EMPLOYEES IN ANY DEPARTMENT.

FEATURED TOPIC

Housing & Neighborhoods

Did you know that many residents (even you!) might be eligible for cash on home improvement projects, depending on where they live (not how much they earn)? Join us March 20 and learn more about the housing programs and opportunities available for residents. You'll get answers on how our housing has changed since 2008, the new program we offer to help revitalize neighborhoods, and what's to come for Neighborhood Associations.

Wednesday, March 20 | 12:00 – 1:00 pm
City Hall Lower Level Training Room
RSVP BY MARCH 18

FREE LUNCH FROM JIMMY JOHNS!

Please RSVP to participate and reserve your lunch. RSVP by emailing: citymanager@cedar-rapids.org