Employee News

New Employees


Ryan Crock – Transit – Transit Driver effective Mar 25. Ryan comes to us from North Cedar Community Schools in Stanwood, IA.


Employee Promotions

Tyler Evans, UTIL – has been promoted to Water Systems Equipment Operator effective Mar 18. His previous position was Water Systems Maintenance Repair I.

Kaleb Hogan, UTIL – has been promoted to Water Plant Operator II effective Mar 19. His previous position was Water Plant Operator I.

Employee Congratulations

Tim Anderson, Util - Tim passed his Grade III license exam for Water Distribution.

Aaron Dodds, BSD – Building Inspector, passed his Commercial Plumbing Inspector examination with the International Code Council.
City Manager and Director Updates

Recent River Crest
The Cedar River crested last week at approximately 18 feet - two feet above major flood stage. The City's interim protection measures, combined with segments of the permanent Flood Control System, kept water away from homes and businesses. Several low-lying roads adjacent to the river needed to be closed for safety reasons, and have opened back up as the river crest goes down. The City's flood protection measures included plugging underground storm sewer drains to prevent the river from backing up into the system, placing concrete cones over manholes and storm sewer inlets, using pumps to pump water back into the river, and the closure of low-lying roads. Permanent measures already in place in the NewBo District also played a big role in holding back the river. Staff from the Public Works and Utilities Departments worked around the clock to install the protection measures and to monitor river volumes.

Building Code Update
To keep current with model codes, the State of Iowa, and other Iowa jurisdictions, the Building Services Department is adopting the 2018 family of codes with proposed local amendments. This code adoption occurs every three years as part of the department’s efforts at maintaining their Insurance Service Organization rating and their Building Code Effectiveness Grading Scale. The proposed amendments will not have a significant impact on our building/contractor community, and have been developed with the collaboration of neighboring jurisdictions and numerous board and industry representatives. The adoption process has focused on developing a consistent code with surrounding communities, while limiting the total number of amendments throughout all codes. The Building Services and Fire Departments are conducting stakeholder outreach to all impacted boards, the Home Builders Association, and Trade Unions, and will hold open houses next week to field additional questions or concerns. Open houses will be held March 25, from 9:00 a.m. – 10:30 a.m., and on March 26 from 1:00 p.m. – 2:30 p.m. at the City Services Center.

Coe Road Two-Way Conversion
Plans are underway to convert Coe Road NE from one-way to two-way traffic this spring. The conversion will coincide with other two-way conversions taking place in the NE quadrant (Oakland Rd was recently converted, and Center Point Road will be converted within the next 1-2 years). The project received funding support through a Wellmark grant, and will include new bike lanes to support pedestrian/bike connectivity. Staff are conducting outreach and coordinating with Coe College, St. Luke’s Hospital, and the Mound View Neighborhood Association. The conversion work will have minimal traffic impacts, and access to employee parking off Coe Road will be maintained. The project will start in May following the end of the semester at Coe College.

Age-Friendly Communities and “Livable Community” Event April 4
Staff is exploring participation in the AARP’s network of Age-Friendly Communities. Membership in the AARP Network of Age-Friendly Communities means elected leadership has made the commitment to actively work toward making Cedar Rapids a great place to live for people of all ages. Council is invited to join AARP Iowa State Director Brad Anderson during an informal conversation on Livable Communities. The event will be held Thursday, April 4, 11:30 am - 1:00 pm at the Cedar Rapids Public Library. Residents are invited to share their priorities to help make Cedar Rapids the next “Livable Community” in Iowa. A light lunch will be served. Event is FREE but registration is required. Call 1-877-926-8300 or visit https://aarp.cvent.com/CRLivable.

The AARP conducted an age-friendly community survey with their Cedar Rapids members in January 2019. The survey revealed the following about their members aged 50 -plus:
- Accessible public spaces, like sidewalks and bathrooms rated as extremely important
- 61% felt the city has well-maintained and safe parks
- 46% felt sidewalks are in good condition, safe for pedestrian use and accessible for wheelchairs/mobility devices
- Over 81% think volunteer activities and access, including older adult governance opportunities, are important
- 97% think job-related opportunities for older adults and people with disabilities are important
Last Chance to Register
Employee Information Session: 2019 Wage Review

All non-bargaining employees are required to sign up for one of the following Information Sessions to learn more about the 2019 Wage Review. There will not be opportunity for make-up sessions. The Finance and HR Departments are undergoing a comprehensive review of position descriptions and salary compensations for non-bargaining employees, and are committed to making information accessible and open throughout the review process.

Wage Review Information Session – Mandatory for Non-Bargaining

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

Supervisors, Managers, and Directors: If you directly supervise one or more non-bargaining employee(s), 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 PeopleSoft. NOTE: If you are a leader who supervises only bargaining employees, you do not need to attend the leadership session; however, you must still attend one employee session.

### HOW TO ENROLL IN A COURSE:

2. Click on “Self-Service”
3. Click on "Learning and Development"
4. Click on “Request Training Enrollment”
5. Click “Search by Course number”
3. Enter course number
4. Click “Search”
5. View all available sessions and click on the session you would like to attend and click “continue”

### Questions?

Email: [Wage-Review@cedar-rapids.org](mailto:Wage-Review@cedar-rapids.org)

More Information: [CR@Work](mailto:CR@Work)
I’m Glad You Asked!

You can learn more about Organizational Health in a number of ways.

1. Contact your supervisor, manager or director. Every leader in the City has participated in several training sessions about Organizational Health. They are your closest resource about organizational health and how to integrate it into your work culture.

2. Contact one of over 50 Organizational Health Facilitators listed on CR@Work under Organizational Health. [http://cratwork/EmployeeResources/orghealth/Pages/Index.aspx](http://cratwork/EmployeeResources/orghealth/Pages/Index.aspx)

3. Contact Sue Sager, Organizational Development Manager at organizationalhealth@cedar-rapids.org

4. Check out one of Patrick Lencioni’s books from the City Manager’s Office: Ideal Team Player, Five Dysfunctions of a Team or The Advantage.

5. Check out The Hub from The Table Group for articles and videos on Organizational Health [https://tablegroup.com/hub?page=1&searchContent=&sort=&type=oh_article,oh_video,oh_press,oh_webinar&tag=](https://tablegroup.com/hub?page=1&searchContent=&sort=&type=oh_article,oh_video,oh_press,oh_webinar&tag=)

6. Attend one of the City sponsored Organizational Health training sessions listed below.

Thought for the week from the Positive Impact Test in How Full is Your Bucket? By Tom Rath and Donald O. Clifton: How have you helped someone in the past 24 hours?

Upcoming Training Information

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

OR

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

DIRECTIONS ON HOW TO ENROLL IN A COURSE:


1. Click on “Self-Service” → “Learning & Development” → “Request Training Enrollment” → “Search by Course number”

2. Enter in course number: See above

3. Click “Search”

View all available sessions and click on the session you would like to attend and click “continue”
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 no later than Friday, April 19. Department Contacts must complete all employees in PeopleSoft no later than Thursday, April 25.

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.
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 $$$$ Discounted health plan premiums are available when you participate in the Wellness Program</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 requirements</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
2019 Health Screenings

The City of Cedar Rapids provides all employees and covered spouses the benefit of a comprehensive wellness program. Employees covered by the Company’s medical plan must complete the following steps to receive an insurance premium discount for the 2020 medical plan:

How To Get Started...

Register your Wellness Portal Account

- Visit www.myhealthywithshi.com/CityCR
- Click ‘Register’ in the Register Here box
  - Read the Terms and Conditions and click ‘Accept’
  - Fill out the required information
    - Company: CityCR
    - Member ID:
      - Employees: Employee ID Number
      - Spouses: Employee ID followed by your date of birth in the format – YYYYMMDD
      - Gender, DOB, and Email
    - Click ‘Register’
    - Set Username, Password, and click ‘Sign In’

From your wellness portal...

Complete the online Health Risk Assessment Questionnaire

- From the Home Screen, click on ‘Start’ in the Health Risk Assessment tile.
- Complete all the questions, click the ‘Next’ button to move forward.
- Once all questions are complete, click the ‘submit’ button in the lower right corner.

Select Your Screening Option and Complete Next Steps

<table>
<thead>
<tr>
<th>Onsite Screening</th>
<th>Health Form</th>
<th>Weland or LabCorp Screening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onsite screenings are available at various City locations. Schedule through your wellness portal or call Health Solutions. Please sign up a week in advance.</td>
<td>Download a health form for your medical provider to submit in lieu of completing a screening. Health Form data must be new from the last 12 months.</td>
<td>Arrange a screening at a Weland or LabCorp location near you! Find locations and forms in your wellness portal. NOTE: Weland Labs only completes lab draws, biometrics must be submitted separately.</td>
</tr>
</tbody>
</table>

If you have issues accessing your personal wellness portal, contact Customer Care directly at 888-3h7-s97D or by email at info@hws-4.com.
Correct Portion Sizes: How to Keep Portion Distortion in Check

With restaurants offering enormous plates of food, drink cups often in "Big Gulp" sizes and snacks sold in king-sized packages, it can be hard to know how much to eat sometimes.

It’s difficult to avoid eating bigger at home, too. The size of dinner plates, muffin tins and pizza pans have grown. Cars have larger cup holders to accommodate the drink sizes stores sell. As everything gets bigger, bigger starts to seem like the norm, distorting how we think about a serving size or the "right" amount. One study found that modern portion sizes of popular foods added an extra 50 to 150 calories. While that might not sound like too much, an extra 100 calories per day can pack on an extra 10 pounds of weight in a year!

Some meals appearing "average" in size can add up to a whole day’s worth of calories. A large order of french fries can contain as many as 1,000 calories. Add a hamburger and an extra-large soda, and you’re getting more than 2,000 calories in one sitting. And this isn't unusual. A study published in 2012 found that 96 percent of restaurant meals exceed USDA recommendations for fat, salt and overall calories.

If you’re trying to maintain your weight or lose a few pounds, read on for some tips on how to estimate proper portion sizes, keep portions in check even when faced with big plates of food.

### Serving Sizes: Then and Now

<table>
<thead>
<tr>
<th>Food or beverage</th>
<th>1980s (calories)</th>
<th>Today (calories)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turkey sandwich</td>
<td>320 calories</td>
<td>820 calories</td>
</tr>
<tr>
<td>French fries</td>
<td>220 calories</td>
<td>610 calories</td>
</tr>
<tr>
<td>Bagel</td>
<td>140 calories</td>
<td>350 calories</td>
</tr>
<tr>
<td>Slice of pizza</td>
<td>500 calories</td>
<td>850 calories</td>
</tr>
<tr>
<td>Soda</td>
<td>85 calories</td>
<td>250 calories</td>
</tr>
</tbody>
</table>
There are lots of easy ways to keep portion sizes under control, it just takes a little forethought and a handful of tricks that will help a lot!

What you can do to Manage Your Portions:

- **Not sure what a portion size should be?** Make sense of portion sizes by using hand symbols for portions.
- **Learn to read food labels.** Pay attention to the number of servings contained in the package, then note the calorie and fat content per serving. For example, the label on a large muffin indicates that one serving has 250 calories and 10 grams of fat, and the muffin contains two servings, then you’ll have eaten 500 calories and 20 grams of fat from that muffin.
- **Compare marketplace portions to recommended serving sizes.** If you eat a marketplace portion of something, compare its size to what’s recommended by the USDA. For example, a standard bagel is two ounces and counts as two servings from the bread/cereal/grain food group. A marketplace bagel weighs nearly six ounces and counts as six servings. A pasta dinner from your favorite restaurant might add up to six or more servings of grains as well. If you eat a 12-ounce piece of meat, you’re consuming three ounces more than your whole days’ recommendation!
- **Repackage supersize bags.** Supersize bags may be more economical, but they can also encourage you to overeat. If you buy huge bags of chips or pretzels, for example, repack the contents into smaller containers.
- **Share a meal.** Order an appetizer and split one main course with another person when you go out for a meal. Share an order of fries with everyone at your table. Order one dessert and some extra forks. Four people can enjoy a few bites of a decadent dessert and it’s probably just the right amount!
- **Eat half or less.** If you’re not sharing a meal, eat half of what you’re served and take the rest home to enjoy as another meal. You might even ask for the box when your plate arrives and pack it up right away.
- **Use a smaller plate.** At home, serve your meals on smaller plates. Your plate will look full, but you’ll be eating less.
- **Slow down and skip second helpings.** Eat one reasonable serving and don’t immediately go back for seconds. Give yourself time to digest and serve yourself more food if you are still hungry.

Remember, the more portion control you practice, the more you can eat all your favorite foods!

https://www.healthyeating.org/Healthy-Eating/Healthy-Living/Weight-Management/Article-Viewer/article/348/correct-portion-sizes-how-to-keep-portion-distortion-in-check

2Wu HW, Sturm R. Public Health Nutrition 2013;16(1)87-96.
Make Your Wellness Portal an APP!

Your Wellness Portal is now MOBILE FRIENDLY!

Save the login page on your phone/tablet home screen following the steps below, and next time you log in, it will feel like an APP!

APPLE:
1. Launch the Safari browser on Apple’s iOS and navigate to www.myhealthywithhsi.com/citycr.
2. Tap the Share button ( ) on the browser’s toolbar—it’s on the bar at the top of the screen on an iPad, and on the bar at the bottom of the screen on an iPhone or iPod Touch.
3. Tap the Add to Home Screen icon in the Share menu.
4. You’ll be prompted to name the shortcut before tapping the Add button.

The shortcut can be dragged around and placed anywhere, including in app folders — just like a normal app icon. When you tap the icon, it will load the website in a normal tab inside the Safari browser app. (Other browsers, like Chrome for iOS, don’t offer this feature. Due the limitations in Apple’s iOS, only Apple’s own Safari browser is allowed to do this.)

ANDROID:
1. Launch Chrome for Android and navigate to www.myhealthywithhsi.com/citycr.
2. Tap the menu button and tap Add to Home screen.
3. You’ll be able to enter a name for the shortcut and then Chrome will add it to your home screen.

The icon will appear on your home screen like any other app shortcut or widget, so you can drag it around and put it wherever you like. Chrome for Android loads the website as a “web app” when you tap the icon, so it will get its own entry in the app switcher and won’t have any browser interface getting in the way. (Other popular Android browsers also offer this feature. For example, Firefox for Android can do this if you tap the menu button, tap the Page option, and tap Add to Home Screen.)
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.
The City of Cedar Rapids & Metco Credit Union are partnering to bring Financial Education Seminars to City employees.

All sessions will be held in the Training Room at City Hall. Presented by Regan Carlo, Metco Credit Union, VP of Operations

Lunch is provided!
Seats are limited, so please register to attend a session

**Tuesday, April 2 — SAVINGS 101**
Two Sessions: 11:00am – 11:45am or 12:00pm – 12:45pm

**Wednesday, April 3 — CREDIT REPORTS**
Two Sessions: 12:00pm – 12:45pm or 1:00pm – 1:45pm

**Thursday, April 4th — SAVINGS 101**
One Session: 12:30pm – 1:15pm

[Click Here to Register for a Session](#)

If you have trouble accessing the registration link, please call 286-5078 or email Gretchen Barske to register g.barske@cedar-rapids.org

Reminder: Wellness hours can be used for these events! (6hrs/calendar year)
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
PRE-TRIP INSPECTIONS

A CRITICAL COMPONENT OF SAFE DRIVING

In this series we have looked into how different behaviors while driving can help reduce the likelihood of motor vehicle crashes - but how can we drive safe if the vehicle we are driving is not safe to be driven?

Vehicle pre-trip inspections are the first line of defense to ensure that you are able to safely operate a vehicle. Whether on the job or off, it is our responsibility as motorists to ensure that our vehicle is roadworthy. City-owned vehicles and equipment are operated on public roadways daily; it is the responsibility of every City employee to ensure that any vehicle they operate is safe.

It is required that every driver complete a pre-trip and post-trip inspection daily. This imperative step is designed to identify safety and operational deficiencies in City vehicles and provide a stopgap to ensure employees are taking necessary precautions to protect their own, as well as public safety.

ANY deficiencies, safety issues, or concerns must be reported using an Operator Squawk Sheet and repaired prior to the vehicle or equipment being operated.

More information, including Pre/Post Trip Inspection SOPs and inspection forms can be found on CR@Work > Business Tools > Vehicles & Equipment

TOP TIPS FROM FLEET:
- MAKE SURE THE VEHICLE REGISTRATION IS PRESENT;
- CONTACT KARIN HANSON AT X5260 FOR ASSISTANCE
- IF YOU USE AN ITEM FROM THE FIRST AID KIT, INFORM YOUR SUPERVISOR SO IT CAN BE REPLACED
- REPORT ANY DEFICIENCIES ON YOUR INSPECTIONS TO FLEET ASAP
- IF DAMAGE IS FOUND: REPORT IT!

"DAILY PRE & POST TRIP INSPECTIONS ARE IMPORTANT AND ESSENTIAL TO THE SAFE & EFFICIENT OPERATION OF A VEHICLE OR EQUIPMENT. THEY ENSURE ALL ITEMS HAVE BEEN CHECKED AND ARE IN SAFE OPERATION FOR OUR CITY EMPLOYEES TO PERFORM THEIR JOBS"
- JOY HUBER
FLEET SERVICES MANAGER
VALUES IN ACTION RECOGNITION PROGRAM

What are the recognition categories?

<table>
<thead>
<tr>
<th>CORE VALUES</th>
<th>SAFETY</th>
<th>INNOVATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Serve Enthusiastically: We have a people-first attitude. We take initiative. We go the extra mile.</td>
<td>Recognize behaviors that promote a safe work environment and commitment to safety</td>
<td>Propose and implement improvements to our programs, processes, procedures or practices. This may include service, operations, equity/empowerment or security.</td>
</tr>
<tr>
<td>2) Find a Way: We are problem solvers. We listen and learn. We explore creative alternatives.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Team Up: We are open and approachable. We value relationships. We serve with generous intent.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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?

** Electronically: **
- 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:

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

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)