Employee News

Employment Opportunities

Americorps
Purchasing
2016 Flex Spending Deadline
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Paving For Progress

Month 27, 2017

New Employees

Kenneth Gatlin, Utilities – Solid Waste and Recycling Labor Extra Driver effective March 20. Kenneth joins the City from the City of Iowa City.

Jamie Huff, PW – Sewer Maintenance Worker effective March 20. Jamie joins the City from Builders Transportation, Inc. in Hiawatha, IA.

Christine Knapp, Utilities – Lab Services Manager effective March 20. Christine joins the City from General Mills in Cedar Rapids.

James Richards, Finance – Custodian effective March 21. James joins the City from Rockwell Collins in Cedar Rapids.

Retiring Employees

Michael Sanders, Utilities – retiring March 31. Michael started with the City Jan 8, 1986. His current position is Water Utility Service Rep II.

Peter Hoy, PW – retiring March 30. Peter started with the City April 19, 1978. His current position is Streets Heavy Equipment Operator.

Steve Rushford, CRFD – retiring March 31. Steve started with the City Jan 28, 1985. His current position is Firefighter.

Judy Lehman, Finance – retiring April 17. Judy started with the City March 9, 1992. Her current position is Purchasing Manager.

Brian Been, CRPD – retiring April 4. Brian started with the City April 3, 1989. His current position is Police Sergeant.

Have You Completed Your Health Screening Yet?
Employment Opportunities

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.

**NOTICE-CHANGE in AFSCME Posting Process- went into effect 3/17/2017**

A green laminated posting notice will be provided to each department to be placed on the union boards by your department stewards.

If you are a designated department contact to print postings you will print the posting notice which will include the posting notice (description) and sign-up sheet on WHITE paper. It is recommended that the designated department contact to print also has two baskets available. One basket available for the new postings printed for the stewards to post and one basket to place expired sign-up sheets to return by the following Monday to Human Resources (Shawna Ray) deadlines for the return of expired postings (signed or unsigned) will be sent with each weekly posting notice. If you have questions please call. If you are not sure if you are a designated department contact please contact your supervisor/director.

**The posting book will no longer be available in Human Resources. Please advise AFSCME staff to sign your department posting sheet to sign for the specific posting they have interest in.**

All staff that will be printing postings to be picked up and posted by the union stewards, please send an email to Shawna Ray, s.ray@cedar-rapids.org and Jenelle Sisneros j.sisneros@cedar-rapids.org

To address questions regarding non-bargaining positions. Non-bargaining positions are not required to be posted, as all posting information is available online as well as the ability to apply online.

If you do not have computer access; we have computers available in the Human Resources department. This will help in our efforts to be more eco-friendly.

Summer Employment

Parks & Rec Dept is busy getting ready for summer. Applications for seasonal staff are currently being accepted. These positions can be a great first job, perfect for busy students who don’t want to work year-round, and a fun way to get employment experience. We need friendly, responsible people who want to keep busy in the summer and be part of a fantastic team.

Americorps

Americorps has provided significant contributions to the recovery and redevelopment of Ushers Ferry in the nine years since the 2008 flood that damaged or destroyed almost ninety percent of the historic village site. Ushers Ferry staff first became acquainted with the Americorps project through the flood recovery efforts of Americorps Vista team leader, Rhonda Farmer, who coordinated flood recovery volunteers and sent hundreds of volunteers that provided thousands of hours of labor in the disaster cleanup effort at Ushers Ferry. In the spring of 2009, Ushers Ferry was awarded an Americorps NCCC team (the first of many) for six weeks of labor as we worked to stabilize the village and repair buildings and grounds enough to reopen to the public. In addition to providing labor with the restoration of the Schulze cottage, Americorps team members devoted many hours to cleaning the grounds of flood debris, as well as cleaning, sorting and packing village collections for long term storage.

As the village was slowly able to re-open to the public, Ushers Ferry developed partnerships with other Americorps entities, such as Green Iowa, who worked with staff members to create exciting new children’s programs such as “Zombie Survival Camp,” as well as developing nature based education materials to enhance Ushers Ferry history programs. In the years that followed, Americorps has directly provided thousands of hours of skill and labor to Ushers Ferry in building and grounds repair and maintenance, collections inventory and exhibit development, special event and program assistance as well as flood recovery.

Today, Americorps Team Cedar 7, a brand new team all working on their very first Americorps project at Ushers Ferry, has already provided assistance cleaning up flood debris from the fall 2016 flood, cleaning buildings and grounds in preparation for spring school tours and helping staff lead children’s daycamp programs over spring break. During their six week tenure, they will help scrape and paint two exhibit buildings and provide other valuable support as staff prepares for a busy 2017 season.
Reminder: March 31 is the Deadline for 2016 FSA Claims Submissions

Make sure you are taking full advantage of the pre-tax money that you have put into your account by spending it down fully and then submitting your claims by the deadline.

You have 90 days following the end of the Plan Year to submit your expenses (March 31, 2017). However, those expenses must have been incurred during the calendar year 2016.

A list of eligible and ineligible expenses can be found on the ASI's website (asiflex.com) under “Eligible Expenses”. Please contact ASI if you have any questions about whether or not an expense might be eligible for reimbursement. You can also find your 2016 remaining balance amount at asiflex.com.

ASI Customer Service at 800-659-3035 or asi@asiflex.com
Five Seasons Citizenship Award

We are currently accepting nominations for the Five Seasons Citizenship Awards. Five winners will receive a $1,000 donation to the charity of their choice. Please nominate any individual who meets the criteria below or forward this to others who might be involved with leaders and volunteers in the community.

Nominate a Five Seasons Citizenship Award Winner

Nominate the best person you know for the Five Seasons Citizenship award, a special recognition program supported by the City of Cedar Rapids. Each year the City Council recognizes five individuals who demonstrate exceptional support for our community, exhibit the responsibilities of strong citizenship, and develop projects or initiatives that benefit residents.

Award recipients will be recognized at Resident Appreciation Day, at the Downtown Farmers’ Market on Saturday, June 3. In addition to the $1,000 donation to the charity of their choice in Linn County, they will be formally acknowledged at a City Council meeting and be featured in upcoming edition of Our CR magazine.

Fill out a nomination form today! http://bit.ly/2miMxFR. Nominations are due by 5:00 p.m. on Friday, April 28.

The CRPL Summer Dare Everywhere volunteers (Susy Jones, Sandy Steckler, Jeri Vincent, and Vicki Brubaker) are finalists for United Way's Outstanding Group Volunteer Award.

These fantastic volunteers helped launch the Summer Dare Everywhere outreach program with CRPL staff and the YMCA last summer. The program went on to receive a national Penguin Random House Library Award for Innovation this January. The award included a $1,000 grant and an additional $1,000 book donation to the library.

Please help us celebrate and support these great volunteers by voting as often as you can here: https://www.uweci.org/get-involved/nonprofit/volunteer-recognition/volunteer-awards/vote4volunteers/.

Feel free to share this with others! Voting is open until Friday, April 7.

The Outstanding Volunteer awards are presented annually by United Way of East Central Iowa. Award winners are selected through a community voting process on the UWECI website. Winners receive $500 to donate to a non-profit - that would buy a lot of books for this growing program. Therefore, we need your vote for the Summer Dare Everywhere volunteers!

From the UWECI website:

Summer Dare Everywhere Volunteers

Last summer, the Cedar Rapids Public Library piloted a new summer reading outreach program, Summer Dare Everywhere, with the Cedar Rapids Metro YMCA. The program brought the library to youth who had barriers accessing library resources and programs. The four volunteers who helped launch this program made weekly visits to two YMCA sites to bring books, crafts, tablets, and activities to children ages 5–12 who attend YMCA’s summer childcare camp.

During pilot program, volunteers delivered more than 675 books. Without these volunteers expanding the library beyond its walls, this program wouldn’t have been possible and youth would have been far underserved. The volunteers were resourceful and flexible in helping the library develop the program and were instrumental to its success.

Please take a minute to recognize these outstanding volunteers and their dedicated work for the library and the community.
Cedar Rapids Public Library named National Medal for Museum and Library Service Finalist

Share Your Story of how the Cedar Rapids Public Library has touched your life on the IMLS Facebook Page

The National Medal for Museum and Library Service is the nation’s highest honor given to museums and libraries by the Institute of Museum and Library Services in recognition of exceptional service to the community and for making a difference in the lives of individuals, families, and communities. We are honored to share that Cedar Rapids Public Library was named a finalist for the 2017 National Medal award.

This year’s finalists include individual public libraries, university libraries, art, science, and children’s museums, and many other types of institutions that exemplify the great diversity of libraries and museums across the country.

This honor recognizes the contributions of our programs such as the Summer Dare to our community. We are grateful for your support and are honored to be recognized as a 2017 finalist.

“As beacons of educational opportunities, resources, and civic and cultural inspiration, museums and libraries provide increasingly essential services to our nation,” said Dr. Kobryn K. Matthew, director of the Institute of Museum and Library Services. “We applaud the Cedar Rapids Public Library for its commitment to providing outstanding programs and services that enrich the lives of people in their community.”

“There is always more work to be done, but this nomination is a reminder of the progress we’ve made and a reassurance that we are on the right path,” said Dara Schmidt, Director of the Cedar Rapids Public Library. “We are so proud to have received this recognition.”

The National Medal winners will be named later this spring, and representatives from winning institutions will travel to Washington, D.C., to be honored at the National Medal award ceremony.

As part of the National Medal’s celebration of institutions committed to community service, IMLS will feature the finalists on social media platforms and provide an opportunity for you to Share Your Story on the IMLS Facebook page.

Visit the IMLS Facebook page and Share Your Story today!

About the Institute of Museum and Library Services
The Institute of Museum and Library Services (IMLS) is celebrating its 20th Anniversary. The Institute of Museum and Library Services is the primary source of federal support for the nation’s 123,000 libraries and approximately 35,000 museums. Our mission is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. Our grant-making, policy development, and research help libraries and museums deliver valuable services that make it possible for communities and individuals to thrive. To learn more, visit www.imls.gov and follow us on Facebook, Twitter and Instagram.
Event Description:
“Life unfolds in moments. The healing power of mindfulness lies in living each one as fully as we can.” Jon Kabat-Zinn

Participants in this class will become familiar with mindfulness meditation by practicing. With the guidance of the instructor, you will learn the difference between mindfulness meditation and other forms of meditation. The benefits of mindfulness meditation practice will also be discussed.

Research indicates that the practice of mindfulness meditation can positively affect stress resilience, physical and mental health, the ability to sustain attention, self-regulation of emotions, interpersonal skills, and general wellbeing and happiness. Resources that support the development of a regular mindfulness meditation practice will be shared.

Instructor:
Chris Klug has been practicing mindfulness meditation for over 30 years, and has been teaching the Mindfulness Based Stress Reduction course at the University of Iowa Hospitals and Clinics since 2001 and at Prairiewoods in Hiawatha, IA since 2015. Chris is also a grief counselor, educator, and consultant in private practice in Iowa City.

*Can use Wellness Hours to attend
HIPAA/Privacy & Reporting

Will Health Solutions share my results with our insurance company or the City?
No. Your personal health information will never be shared with any third party. All participants are ensured complete confidentiality. HIPAA is a federal law that protects your personal health information from being used without your written consent. Personal health information—including screening and health form results, claims data, and measurements discussed in health coaching—are securely stored in your personal health record, accessible to you through Health Solutions’ HIPAA-compliant website.

How does the City of Cedar Rapids measure the success of the wellness program?
Health Solutions provides aggregate results to the City of Cedar Rapids after each health screening including annual trends, coaching progress and cultural initiative participation. All data is aggregate and personal identifying information is removed.

Should you have any questions about the wellness program, please contact Ashley Stickney or Anji Antkowiak at Health Solutions (319)362-2409.
Have you completed your health screening?

Five weeks until the deadline!

Sign up TODAY!

Health Solutions Screening Schedule
Below you will find the screening dates for the 2017 Wellness Program. The deadline to complete an onsite screening or submit a health form is April 28, 2017.

There are four steps to receive the 2018 Health Insurance Premium with Wellness:
1) Complete the Health Risk Assessment Questionnaire
2) Schedule & complete an on-site Health Screening (or submit a Health Form)
3) Complete your follow-up Consultation
4) If eligible, engage in one-on-one Health Coaching

To begin visit: http://www.myhealthywithnsl.com/citycr

*see the enrollment letter mailed to your home address for instructions on registering on the wellness portal and completing steps 1 & 2 above.

<table>
<thead>
<tr>
<th>Screening Date</th>
<th>Day</th>
<th>Screening Time</th>
<th>City Site</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 27, 2017</td>
<td>Monday</td>
<td>6:30 - 9:30 am, 3:30-5:30pm</td>
<td>CSC</td>
<td>5 Seasons Room</td>
</tr>
<tr>
<td>March 28, 2017</td>
<td>Tuesday</td>
<td>6:00 – 9:30am, 7:00 – 8:00pm</td>
<td>Police</td>
<td>Barta Classroom</td>
</tr>
<tr>
<td>March 29, 2017</td>
<td>Wednesday</td>
<td>6:00 – 9:30am, 4:00 – 5:00pm</td>
<td>Police</td>
<td>Barta Classroom</td>
</tr>
<tr>
<td>March 30, 2017</td>
<td>Thursday</td>
<td>6:30 – 9:30 am</td>
<td>Police</td>
<td>Barta Classroom</td>
</tr>
<tr>
<td>March 31, 2017</td>
<td>Friday</td>
<td>8:30 – 11:00am</td>
<td>Transit Admin Dept.</td>
<td>Main Conference Room</td>
</tr>
<tr>
<td>April 3, 2017</td>
<td>Monday</td>
<td>6:30 – 10:00 am</td>
<td>CSC</td>
<td>5 Seasons Room</td>
</tr>
<tr>
<td>April 4, 2017</td>
<td>Tuesday</td>
<td>6:30 – 10:00 am</td>
<td>CSC</td>
<td>5 Seasons Room</td>
</tr>
<tr>
<td>April 5, 2017</td>
<td>Wednesday</td>
<td>6:30 – 10:00 am</td>
<td>CSC</td>
<td>5 Seasons Room</td>
</tr>
<tr>
<td>April 7, 2017</td>
<td>Friday</td>
<td>6:30 – 10:00 am</td>
<td>CSC</td>
<td>5 Seasons Room</td>
</tr>
<tr>
<td>April 8, 2017</td>
<td>Saturday</td>
<td>8:00 – 10:00am</td>
<td>Health Solutions Office</td>
<td></td>
</tr>
</tbody>
</table>

If you need assistance with portal registration or navigation, contact Health Solutions at 319-362-3409 or 888-362-5920.
How to register for the 2017 Activity Incentive Program!

Starting February 1, 2017 employees and spouses covered on the health plan will be able to register for the 2017 Wellness Program and begin tracking their physical activity!

Earn multiple chances to WIN $$!

Start moving! In Quarter 1, you'll start tracking your steps (which will be prorated with the February start date). Quarter 1 will establish your baseline for the remainder of 2017.

For each successive quarter, if you maintain your average daily steps, your name will be entered one time into a drawing for one of four $25 gift cards. If you advance to the next level in the following quarter (i.e. Quarter 1 = 5,000 steps average, Quarter 2 = 7500 steps average), your name will be entered twice into the drawing, increasing your chances to win! The goal is to keep moving AND improving your level of physical activity.

Activate your account: You may now register in the 2017 Health Solutions web portal and sync your device. If you participated in 2016, your device will already be synced. If you are a new participant to this challenge, follow the instructions below to sync your NEW device.

Register as early as possible to sync your device! Your data will only be automatically uploaded from the day you register, forward. You will have to manually log any back data.

* See below on how to add additional days/activities

To register on the Wellness Portal:
- Visit [www.myhealthywithhsi.com/CITYCR](http://www.myhealthywithhsi.com/CITYCR)
- Click on Register in the New Users box
- Read the Terms and Conditions, Click Accept.
- In the New Users Registration box, complete the following:
  - Company: CityCR
  - Employee Member ID: Employee ID number
  - Employee ID followed by spouse’s DOB
  - Enter the rest of your profile information
- Click Register

To sync your NEW device:
- Visit [www.myhealthywithhsi.com/CITYCR](http://www.myhealthywithhsi.com/CITYCR)
- Enter member ID and password
- Once logged in, select Fitness Devices under the Menu in the upper right corner
- Select the activity tracker you wish to sync and click Connect
- Enter your log-in information for the particular tracker and follow instructions to sync.

If you have any questions regarding accessing your Health Solutions web portal, contact Anji Antkowiak at angajantokowiak@hs-rx.com or Ashley Stockney at ashleystockney@hs-rx.com or call 319-362-2409.
The street improvements on C Avenue NE are tentatively scheduled to begin as early as today March 27, pending weather. Improvements will be from Collins Road to 40th Street. Construction staging has been developed to help accelerate the project's timeline as much as possible. The road will be built in two main phases. The portion from approximately 44th St to Nilsen Rd will be built first, with remaining portions to follow. While under construction, these sections will be fully closed to traffic. Residents are asked to please make use of nearby on-street parking during these times. Citizens are to continue placing their trash, recycling and yard collection bins at the edge of their property on normal collection days. It is the contractor's responsibility to ensure these are picked up and returned to citizens. Periodic updates will be provided as the project moves along. Thank you for your collaboration as we work to make road improvements!

Last year, substantial work was completed on the 29th Street Drive Paving for Progress project, with full completion set for this year. While the project has not officially started yet, work will begin again at the end of March. Some of the first work will include the installation of sidewalk and driveway replacement, which will last for a few weeks. During this time, driveways will be temporarily blocked. The contractor will work to minimize those times as much as possible. Road work requiring lane closures is expected to begin in early to mid-April. During the road construction portion of the project, traffic will be reduced to one-way, eastbound only between 1st Avenue and Tama Street. Westbound traffic should divert south to Cottage Grove Avenue. Construction is expected to last through spring. Citizens are to continue putting their garbage, recycling and yard waste bins at the edge of their property on your usual pick-up days. It is the contractor's responsibility to ensure they are picked up and returned to the citizens. Periodic updates will be ongoing as the project progresses. Thank you for your patience as we work to improve our road network.