Employee News

New Employees


Mori Cooper, Public Works – Temporary Public Works Laborer effective May 28. Mori is currently attending Kirkwood Community College for Business Administration.


Lane Thole, Public Works – Temporary Sewer Maintenance Worker effective May 28. Lane was a former Seasonal with the City of Cedar Rapids in the Streets Department.

(Continued on following page)
New Employees
(continued)


Karl Hartelt, Public Works – Temporary Sewer Maintenance Worker effective May 28. Karl comes to us from Hawkeye Ready Mix in Mount Vernon, IA.


Andrew Netolicky, Public Works – Civil Engineering Construction Inspector effective May 28. Andrew comes to us from Team Services.

Information Technology News

Information Technology Maintenance - Involta

Data Center Cage Space Move

On Saturday, June 1, the below technology systems will be unavailable as each system is moved.

- Microsoft Exchange (Outlook, Calendar, IPage)
  Scheduled Time: 9:00am to 3:00pm
- User Documents (Z Drive)
  Scheduled Time: 3:00pm to 4:00pm

The IT ServiceDesk at 286-5500 is available to assist with any questions.

Wage Review Update

Wage Review Update

On June 3 – 4, Segal Waters consultants will be back onsite for in-person interviews for additional clarity and understanding on the Job Description Questionnaires. Most employees will not need to be interviewed; however, clarification may be needed on certain positions. These follow-up conversations will help give our consultants additional information as they work on updating our position descriptions and titles. In the meantime, they will also continue their work surveying public sector peer employers as well as reviewing market data in the private sector. This study and analysis will continue throughout the duration of the summer. If you have any questions on the Wage Review process, please email WageReview@cedar-rapids.org, or check the FAQ page on CR@Work.
City Manager and Director Updates

Resident Appreciation Day
City Staff will be hosting our annual Resident Appreciation Day Saturday, June 1 at the downtown farmer’s market. City tents will be set up on 3rd Ave between 5th and 6th Streets near Greene Square from 7:30 am to noon. Resident Appreciation Day is a fun opportunity for citizens to meet City staff and learn more about City programs and services. This year’s Resident Appreciation Day will also kick off citizen engagement for the planned redesign of the City’s Flag. Citizens will be able to learn more about flag design and submit their ideas and designs for consideration. The event will also feature City vehicles, fun games and giveaways, City mascots, child fingerprinting by Police Department volunteers, City Manager’s 1-Bag Challenge kits, and more. If you are able to attend the farmers market on June 1, stop over to visit with staff and Cedar Rapids residents.

Staff Monitoring River Levels
Some low-lying road closures were in effect over the weekend and will be early this week due to slightly elevated river levels. Current projected river crests will have minimal impacts to the general public. Currently, Otis Road SE is closed between Prairie Park Fishery and Cargill. Additional anticipated closures include: Old River Road and Ellis Blvd NW. The Public Works Department will undertake minor flood response measures such as plugging underground storm sewer drains and stationing pumps. Localized street ponding at low intersections may temporarily occur during periods of heavy rain, as the storm sewer system is handling high volumes of rain water at once. The Public Works Department will continue to monitor river levels and respond as needed.

River levels may likely impact the front nine holes at Jones golf course which opened Friday, and flooding will likely push back the schedule for opening the back nine, which we had hoped to open in three weeks. River levels also impact several park and trail locations as well as three park pavilions located in low-lying areas. Staff worked to relocate Citizen shelter reservations to alternate park shelter locations.

Use of Asset Forfeiture Funds for Purchase of Police Rescue Vehicle
The Department of Justice Asset Forfeiture Program encompasses the seizure and forfeiture of assets that represent the proceeds of, or were used to facilitate federal crimes. The primary mission of the Program is to employ asset forfeiture powers in a manner that enhances public safety and security. This is accomplished by removing the proceeds of crime and other assets relied upon by criminals and their associates to perpetuate their criminal activity against our society. Asset forfeiture has the power to disrupt or dismantle criminal organizations that would continue to function if we only convicted and incarcerated specific individuals.

The assets must be used solely for law enforcement purposes and that the assets are held in a special fund, subject to audit and review by the appropriate authorities. The Cedar Rapids Police Department is responsible for the receipt, expenditure and oversight of asset forfeiture.

The Federal asset forfeiture account that was discussed at the last City Council meeting currently has an available cash balance of $452,124.36. The cost of the rescue vehicle that was approved at the last City Council meeting will be paid for from this cash balance.

The City receives a percentage of federal seizures dollars due to having officers on federal task forces.

3rd Avenue Project
A public hearing for the 3rd Avenue project in the Wellington Heights neighborhood is scheduled May 28. Staff worked extensively during the public outreach portion of the project to address resident concerns and adjust project details based on public input. The project in this neighborhood stretches from 5th Street to 19th Street, and includes pavement improvements, bike lanes, a net gain in on-street parking, a new pedestrian signal at Park Court, and transition from one-way to two-way travel on 3rd Avenue (tying into the conversion project downtown). Construction will begin late June and will be completed this fall. Elsewhere, work is already underway on 3rd Avenue between 1st Street and 5th Street in the downtown. This fall, when both projects are complete, 3rd Avenue will be a consistent two-way network from Wellington Heights to the downtown, completing the final conversion project in the downtown core. The Gazette is planning to run a story this weekend on the downtown transformations as part of the conversion projects.
I’m Glad You Asked!

How can I effectively deal with conflict?

There are lots of different ways to deal with conflict. One popular model for looking at conflict is the Thomas-Kilmann Conflict Modes. This model contains 5 conflict management approaches. Everyone has a natural conflict style that we are most comfortable using. Being aware of your style and the style of others you work with can help you resolve conflict in a healthy manner. According to Thomas and Kilmann, your style is a combination of assertiveness and cooperativeness. Taking a look at yourself first, is the place to start! For more information check out https://www.youtube.com/watch?v=miwZ31chiFc

Different situations require different conflict modes. Depending on the goal, the nature of the conflict, and the individuals involved, be ready to shift your conflict mode as needed. Here are the common goals of each conflict mode:

- **Avoiding**: goal is to delay,
- **Competing**: goal is to win,
- **Compromising**: goal is to find a middle ground,
- **Collaborating**: goal is full participation,
- **Accommodating**: goal is harmony.
ALERTUS TESTING and CONFIGURATION

As IT is wrapping up deployment of Alertus on desktops, laptops and tablets, it is important that all employees are aware of the following information:

CONFIGURATION

- All employees must configure the Alertus system on their desktops by 5:00 p.m. on Friday, May 24. The system will become active the evening of Friday, May 24.
- See the Alertus policy and procedures on the Facilities Security page on CR@Work for instructions on configuration.
- Shared computer systems (multiple users on multiple computers) will be configured at a later date. Example: WPC Lab, field users, etc.
- Contact your Alertus trainer in your department or IT (x5500) if you need assistance with configuration.

FALSE ALERTS

- Please pay close attention to where the Alertus buttons are on your desktop to avoid unintentional activation. If you accidentally activate the alert, please follow the steps on the Alertus reference card.
- Contact IT if you need an Alertus reference card that includes instructions for false alerts. The reference card can also be accessed on the Facilities Security page on CR@Work.

ACTIVE THREAT PROTOCOL

- It is recommended that employees review the active threat protocol outlined on the Alertus reference cards and start to think about plans for EVACUATION (routes to leave the facility), EVADING (places to hide), or ENGAGING to be prepared in an active threat situation.

TESTING

***THE ALERTUS SYSTEM WILL BE TESTED ON THURSDAY, MAY 30 AT 11:00 A.M.***

The test message will look similar to below:
MAY 27TH, 2019 • VOL. 12

SAFETY BEACON
Weekly Safety Guidance from Risk Services
EXTEND YOUR LADDER USE

VIRTUAL SAFETY SUGGESTION BOX
RISK SERVICES NOW HAS AN ONLINE VIRTUAL SAFETY SUGGESTION BOX!

VISIT THE RISK SERVICES INTRANET PAGE, SCROLL TO THE BOTTOM OF THE PAGE AND SUBMIT YOUR IDEAS ON HOW WE CAN CONTINUE TO ADVANCE THE SAFETY CULTURE OF OUR CITY!

SAFETY SUGGESTION FORM

Describe the safety suggestion / concern:
Be as specific as possible (Who, what, when, where, why, how)

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

Describe potential solutions, ways to mitigate hazards, or your suggestion(s) on how to improve this issue:

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

Was this issue reported to a supervisor?  ____ Yes  ____ No
If yes, to whom was it reported?

Employee Name (optional)*

*If you would like to be further contacted, or would like follow up on how this issue is addressed, please include your name*

CEDAR RAPIDS SAFETY
Safety by Choice /// Not by Accident
There is still time to participate in the City of Cedar Rapids Wellness Program!

Take advantage of these FREE resources to improve your well-being and be eligible for great incentives.

<table>
<thead>
<tr>
<th>Eligible Population</th>
<th>Incentive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefit Eligible Employees</td>
<td>2020 Health Plan with Wellness Rate</td>
</tr>
<tr>
<td>All benefit eligible employees are invited to participate regardless of participation in the health plan</td>
<td>Discounted health plan premiums are available when you participate in the Wellness Program</td>
</tr>
<tr>
<td>Covered Spouses</td>
<td>$200 Cash Card</td>
</tr>
<tr>
<td>Must be enrolled in the Health Plan</td>
<td>Mailed to the spouse after completed requirements</td>
</tr>
</tbody>
</table>

Steps to Complete

1. **Online Health Risk Assessment Questionnaire – Due 5/31/2019**
   Access your portal at [www.myhealthywithhsi.com/CityCR](http://www.myhealthywithhsi.com/CityCR)
   a. Employees Member ID: Employee ID Number
   b. Spouses Member ID: Employee ID + Spouse date of birth in the format –YYYYMMDD Example: Employee ID = 12345; Spouse DOB = April 25, 1979; ID = 1234519790425

2. **Health Screening – Due 5/31/2019**
   From the wellness portal, participants can select one of the following screening options:

<table>
<thead>
<tr>
<th>Health Form</th>
<th>Weland or LabCorp Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Download a health form for your medical provider to submit in lieu of completing a screening.</td>
<td>Arrange a screening at a Weland or LabCorp location near you! Find locations and forms in your wellness portal.</td>
</tr>
<tr>
<td>Health Form data must be new from the last 12 months.</td>
<td>NOTE: Weland Labs only completes lab draws, biometrics must be submitted separately.</td>
</tr>
</tbody>
</table>

3. **Understand Your Health Risk Assessment – Due 7/1/2019**
   Attend a seminar onsite or view a video on the wellness portal to understand your results and the resources available to help you maintain or improve your well-being
   - Video Option: Access your wellness portal at [www.myhealthywithhsi.com/citycr](http://www.myhealthywithhsi.com/citycr)
     ◊ View the “Understand Your Health Risk Assessment Video” Tile
     ◊ Select “More” to find the online Video
     ◊ Select “Record” for the video link and to record your completion
   - Onsite Option: Attend an onsite session and sign-in with the facilitator
     ◊ Wednesday, May 29th at 7:15am in CSC Time Check Hall

Questions? Contact Health Solutions directly at 888-362-5920 or by email at info@hsi-rx.com
SPRING IS IN THE AIR!

Your Wellness Ambassadors are highlighting **Ways to Get Moving** in the months ahead.

<table>
<thead>
<tr>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strong to the Core Challenge</td>
<td>May-June via your wellness portal</td>
<td>Corridor Corporate Games**</td>
</tr>
<tr>
<td>Meet Me at the Market*</td>
<td>May 2, 9, 16, 23 &amp; 30</td>
<td>1-Bag Challenge // Employee Speaker Series*</td>
</tr>
<tr>
<td>Bike to Work Week*</td>
<td>May 11–17</td>
<td>Meet Me at the Market*</td>
</tr>
</tbody>
</table>

*Denotes event may be logged for Wellness Points as a Community-Based Fitness Event in the Wellness Portal.

**Denotes event may be logged for 25 Wellness Points as Corridor Corporate Games in the Wellness Portal.

**Strong to the Core Challenge (Worth 25 Wellness Points)**
Sign in to your Wellness Portal to enroll. This 8-week challenge provides guidance in developing strong core muscles to improve balance, flexibility, and back health. From press-ups to wall-sits, exercises work the back, abdomen, and pelvis areas. Participants can follow along or go at their own pace. Each week includes an instructional exercise video and education.

**Meet Me at the Market**
A social walk, run, bike, dance and yoga event every Thursday. May through the first week of September at NewBo City Market! Learn more at MeetMeCR.org You can wellness points for attending this Community-Based Fitness Event.

**Bike to Work Week**
Join cyclists from across the community for a week-long celebration of special events! Find a schedule of events at CityofCR.com/BikeCR. There is a competition to see which employer can send the most employees to the Wednesday, May 15 Bike to Lunch event. Earn wellness points for attending this Community-Based Fitness Event!

**City Manager’s 1-Bag Challenge**
City Manager Jeff Pomeranz challenges every citizen to collect at least one bag of litter each year to help CleanUpCR. Take this challenge, and lunch is on us at the June Employee Speaker Series events! Use the #trashtag and #1BagChallenge hashtags to share photos of your cleanup and earn wellness points for attending this Community-Based Fitness Event!

**Corridor Corporate Games**
The City of Cedar Rapids is competing in the 2019 Corridor Corporate Games (CCG), a company-based competition that offers 25 sports and events during June and July throughout the Cedar Rapids/Iowa City area. The purpose of the CCG is to promote physical activity and employee wellness, as well as cultivate and instill company pride. Pick a sport or event you want to participate in or volunteer to help with, then register at corridorcorporategames.org. Click the dashboard button at the top right corner to set up your account and use the company code CCGCITYCR when registering. Our Corporate Games Managers will be in contact with you with more details.

**Questions?** Contact a Wellness Ambassador in your area or Health Solutions at 888-362-5920 or info@hsi-rx.com
Corridor Corporate Games

Corridor Corporate Games will be underway soon. We have filled the blood drive on May 28 and have men’s and coed bowling teams competing on June 4 and 5. We are looking for more employees who want to have fun and compete against corridor companies and cities. The events that we are filling next are listed below. If you are interested, go to corridorcorporategames.org and register. Make sure you indicate which events you would like to participate in. Email g.weber@cedar-rapids.org or j.hahn@cedar-rapids.org with any questions.

**Bocce**
Sunday, June 9 at 1:00 p.m.
City Park Bocce Courts, 200 Park Rd., Iowa City
Needed: one team
Register by: May 29

**Burst Your Thirst**
Monday, June 10-Friday, July 19
Teams of 2-10 employees compete in a web-based competition tracking water consumption and minutes of physical activity. Each team member will be given access to a personal online dashboard to record data throughout the challenge.
Needed: unlimited participants are allowed
Register by: June 10

**Basketball-3 on 3**
Tuesday, June 11 and Wednesday, June 12 at 5:40 p.m.
Helen G. Nassif YMCA, 207 7th Avenue SE
Needed: women’s, men’s and coed teams
Register by: May 29

**Sand Volleyball**
Saturday, June 15 at 9:30 a.m.
Oasis Sandbar, 1710 Marian Airport Rd.
Needed: four to eight co-ed players
Register by: May 29

**Bags**
Thursday, June 20 (Division 3) and Friday, June 21 (Divisions 1 and 2)
BBQ Roundup, McGrath Amphitheatre, 475 1st St. SW
Needed: two teams with two participants each
Register by: June 5
City of Cedar Rapids Night
Friday, July 26th
6:35 PM (Gates open at 5:30 PM)

Buy Tickets Online and Enter Promo Code: citycr

Select Section 114 When Ordering

First 1000 fans receive a black and gold Kernels cap!

$4.00 Off Regular Ticket Price!

CEedar Rapids
Kernels

PARTY AT THE PARK

Club Tickets are $8.00
Order Online at the Link Below or by Calling the Kernels Ticket Office. Deadline to order is Thursday, July 25th.

Ticket Ordering Information Below:
Kernels Ticket Office: (319) 896-7560.
Mention City of Cedar Rapids Night and Request Section 114.

No Outside Food or Beverage. No Refunds or Exchanges.