Welcome these new employees to the Public Library effective Nov 16

- Rebecca Cooley – Patron Services Specialist
- Benedicte Corbett – Patron Services Specialist
- Satish Jayaraj – Patron Services Specialist
- Kim Martens-Tyo – Patron Services Specialist
- Julia Wehr – Patron Services Specialist
- Kevin Delecki – Library Programming Manager

Upcoming Retirees

**John Brandt, CRFD** – retiring Nov 30. John started with the City Sept 7, 1993. His current position is Fire Captain (Shift).

**Craig McNabb, Finance** – retiring Dec 2. Craig started with the City Jan 2, 1990. His current position is Custodian.


**Carol Hoke, Library** – retiring Dec 27. Carol started with the City Nov 18, 1985. Her current position is Children’s Programming Manager.

**Susan Jennings, Util** – retiring Dec 28. Sue started with the City Sept 23, 2002. Her current position is Utilities Project Coordinator.

**John Elliott, Finance** – retiring Dec 30. John started with the City June 3, 1985. His current position is Auto Equipment Mechanic II.


The City of Cedar Rapids takes pride in the services provided on a daily basis. Often, there are employees who go “above and beyond” in any particular situation in order to help out a citizen or fellow employee. In other instances, the employee will go out of their way to do what is right without even thinking about what is expected. They simply do it because they can. These types of actions greatly impact our community and work environment and we want to make sure to recognize our fellow employees for their efforts.

We urge you to take the time to thank a fellow employee so that these acts of kindness do not go unnoticed. **This month’s recipient of the “Thank You Award” is:**

- **Pat Keating** – Traffic Control Supervisor
- **John Freeman** – Traffic Control Maintenance Worker II
- **Judd Toll** - Traffic Control Maintenance Worker II
- **Dennis Greene** - Traffic Control Maintenance Worker II
- **Scott Kullander** - Traffic Control Maintenance Worker I
- **Chris Maher** - Traffic Control Maintenance Worker I

“The Traffic Engineering Division maintains more than 1.5 million linear feet of pavement markings to help organize the movement of transit, vehicular, bicycle, and pedestrian traffic.

As a Midwest community, these lane lines are required to be repainted annually to help ensure the markings are visible and well maintained following winter snow removal efforts.

In spite of challenging conditions this year -- including the flood fight and subsequent operation interruptions in September -- the team was able to accomplish their task and painted approximately 1,550,000 linear feet of pavement lines. This amounts to the highest number of feet painted since the year 2009, and represents additional pavement markings established through new bike lanes and other new pavement markings throughout the city.

The efforts of our crew helped ensure that the white and yellow lane lines, and bike lanes were successfully re-established before winter. Thank you to the hard work of this entire team!”

Submitted by Matt Myers, Public Works – Traffic Engineering Manager

**The Thank You Program is meant to recognize employees of all levels for their extra efforts. (Frontline Employees up to Department Directors)**

To submit a Thank You, please fill out the form which can be found on CR@Work under Recognition Program. Email the completed form to HR-OrgDev@Cedar-Rapids.org or send a hard copy to the Human Resources Department.
Employment Opportunities

Employees are welcome to apply for any open positions and are also encouraged to share the job openings with anyone who may be interested in joining the City. Positions highlighted in yellow are newly posted this week.

All job descriptions can be viewed on the City Website at the following link: Employee Resources

If you have questions about any of the opportunities, please contact Jenelle Sisneros, 286-5001.

Seasonal Positions / Internships / Partner Organization Opportunities

<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parks Seasonal Positions</td>
<td>Open Until Filled</td>
</tr>
<tr>
<td>Recreational Seasonal Positions</td>
<td>Open Until Filled</td>
</tr>
</tbody>
</table>

Permanent Openings

<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Customer Service Assoc (19 hr.)</td>
<td>Open Indefinitely</td>
</tr>
<tr>
<td>Library Shelver (19 hr.)</td>
<td>Open Indefinitely</td>
</tr>
<tr>
<td>Finance Business Manager</td>
<td>Open Until Filled</td>
</tr>
<tr>
<td>Infrastructure Technician</td>
<td>Nov 25</td>
</tr>
<tr>
<td>Police Officer</td>
<td>Dec 29</td>
</tr>
<tr>
<td>Public Safety Telecommunicator (Dispatcher I/II)</td>
<td>Nov 25</td>
</tr>
<tr>
<td>Water Plant Maintenance Repair Worker I</td>
<td>Dec 9</td>
</tr>
</tbody>
</table>

Annual 2016 Employee Satisfaction Survey

Please find the link to take the confidential online survey through survey monkey:
https://www.surveymonkey.com/r/2XJ7ZZ7 It will only take you a few minutes to fill out the annual survey. This short time commitment will allow your thoughts to become part of the survey results.

The survey is open Nov 8 through the close of business Nov 21.

Please utilize the confidential online survey rather than printing a copy. This is appreciated as it reduces the need for manual data entry.

FYI for employees without e-mail or computer access:

An email was sent to managers of employees without e-mail access. The email included a manual version to print out for employees without computer access.

As a reminder this survey is confidential. The overall final survey results will be provided to the City Manager and Directors soon after the closing date. The results will be posted on CR@Work and in the Employee Newsletter within a few weeks of the close of the survey.

The city manager and the director team appreciate you taking the time to provide your feedback.
TOYS FOR TOTS

Each year Toys for Tots continues to advance its mission of bringing the joy of Christmas to needy children nationwide. The goal of Toys for Tots is to continue to make a difference and provide a tangible sign of hope to economically disadvantaged children at Christmas. With the help of toy collection from supporters such as you we will continue to see growth in Christmas assistance. Last year the program distributed over 50,000 toys, books and stocking stuffers to over 6,000 children locally.

This year’s toy drive is **Monday, Oct 31 – Friday, Dec 9**

Toys for Tots donation boxes will be located at the following City locations:
- City Hall – 1 box
- City Services Center – 2 boxes
- WPC – 1 box
- Water – 2 boxes
- PD – 1 box
- Library – 1 box (downtown location)
- Library - 1 box (Ladd location)
- Transit – 1 box
- All 9 Fire Stations will have a donation box as well.

If you have any questions please contact Nicky Stansell (ext. 5268) or Stacy Mason (ext. 5243) at the Fire Department.

White Lights Holiday Program Series

Celebrate the holidays with music at the downtown Cedar Rapids Public Library

The Library White Lights Holiday Program is a series of programs featuring holiday music on Saturdays during the holiday season. This year’s programs will be held at 2 pm at the Downtown Library. The programs are free and open to the public.

**White Lights 2016 Holiday Program Series:**

November 26 @ 2 pm: “Iowa Accordion Club” will perform holiday music in the lovely Whipple Auditorium. Their motto is "the beat goes on just for the fun of it," so be prepared to sit back and enjoy the concert!

December 3 @ 2 pm: “Merry TubaChristmas” – the 15 Annual Merry TubaChristmas concert will take over the Downtown Library as part of the Fire and Ice Festival. This free concert brings together tuba and euphonium players from around the area to perform holiday music for one special concert. Feel free to bring a folding chair or use one of ours. This is a very popular event, so seating will be very limited but standing is encouraged.

December 10 @ 2pm: “Young at Harp” will continue the series with their performance of holiday selections. This talented group participates in White Lights each year and brings a uniquely beautiful presentation to the library audience. They will perform in the Downtown Library commons.

December 17 @ 2pm: “Mount Mercy University Handbell Choir” will close out the series with their performance of holiday selections.

For more information, call the Cedar Rapids Public Library 261-READ or visit our website at [www.crlibrary.org](http://www.crlibrary.org).
Support for Employees - Affected by flood of 2016

A committee has formed to generate fundraiser ideas to support city-wide coworkers personally affected by the 2016 flood. Committee members: Shannon Sampson PD, Michele Tamerius Finance, Amanda Felton, Cindy McMillen, and Jan Rushford HR.

In October departments leaders provided HR with a list of employees that were personally affected by the recent flood of 2016.

- 26 employee residences were affected by the flood of 2016.
- This support is employee helping employees. This is not city funded.
- All city employees will have opportunities to contribute to a collection or participate in an event. See below.

Department contacts - Make sure all employees know about the options for contributing to help support our citywide coworkers.

Here are a few suggested ways to contribute/participate:

**November/December:**
- If time allows host a walking taco/dessert bar by facility and have a donation basket available to collect funds to support employees. If you hold an event ask for volunteers to coordinate the event.

**OR**
- Collect money by location. Department volunteer needed to collect the money. Distribute information to employees in your department so everyone knows who is collecting monetary donations. Offer this the months November and December.

All collections should be brought to Michele Tamerius (1st floor Treasury office), City Hall by the end of December.

**January:**
- City-wide raffle for a beautiful handmade quilt. Pictures will be available early January. The quilt is being made by a few employees at CSC. City-wide employees will be able to purchase chances to win this beautiful quilt.

**February:**
- Funds will be divided and equally distributed to the 26 employee personal affected by the flood.

Thank you for your willingness to help co-workers across the city. Please contact your department director or a member of the committee with any questions.
**Lunchtime Yoga is Back!**

**Starting January 10**

A six-week session of yoga will be offered to city employees from January 10 - February 21 (no class on January 24). The class is open to people of all skill levels and will be taught by yoga instructor Kristin Kuch.

**When:** 12:30 to 1:00 p.m. Tuesdays Jan 10 – Feb 21

**Where:** The 4th floor ballroom of the Veterans Memorial Building

**What you need:** All you need to bring is a yoga mat and a water bottle

**Cost:** $20 CASH only - for the 6 week session (will be collected on the 1st day of class)

There is a limit of 40 people per 6 week session. Sign up by 5pm on Thursday, January 5 to reserve your spot. Email Amanda Rabey at A.Rabey@cedar-rapids.org to reserve your spot.

---

**Stress Management**

**Including Help With Holiday Stress & Seasonal Affective Disorder**

Presented by Mercy EAP

**November 30**

**Five Seasons Conf. Rm - CSC**

1-2 pm

**RSVP:** MaryM@cedar-rapids.org

286-5107
PW Employees Adopt Family for Thanksgiving

There are many families struggling this time of year to provide the bare necessities for their families. They are without the financial means to provide any extras during the holiday season so again this year Public Works has partnered with Olivet Neighborhood Mission to sponsor a family for the Thanksgiving Holiday Adoption Program. In addition to the many items pictured here, PW employees donated $140 in cash that will be given in the form of an Aldi gift card. Thank you to the PW employees for your generosity in giving to a needy family.

“Attitude is a little thing that makes a big difference”
Winston Churchill

Creating A Positive Attitude

Presented by Mercy EAP
Dec. 7 in Library Beems B
9:30 to 10:30 am
RSVP: MaryM@cedar-rapids.org
286-5107
City staff is encouraged to attend the 3-4:30 p.m. session, same day and place. The evening session detailed below is available as an alternative and is open to any member of the public.
City of Cedar Rapids
Plank Challenge 2016

A strong core improves your balance and posture! Try this plank challenge by holding a plank position for the designated time each day. The Challenge runs November 21-December 20. Complete this on your own or with co-workers to build strength during the holiday season!

<table>
<thead>
<tr>
<th>Date</th>
<th>Reps &amp; Rests</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/21</td>
<td>20 sec, rest, 20 sec, rest, 10 sec</td>
</tr>
<tr>
<td>11/22</td>
<td>20 sec, rest, 20 sec, rest, 15 sec</td>
</tr>
<tr>
<td>11/23</td>
<td>25 sec, rest, 20 sec, rest, 15 sec</td>
</tr>
<tr>
<td>11/24</td>
<td>25 sec, rest, 20 sec, rest, 15 sec</td>
</tr>
<tr>
<td>11/25</td>
<td>30 sec, rest, 20 sec, rest, 25 sec, rest, 20 sec</td>
</tr>
<tr>
<td>11/26</td>
<td>30 sec, rest, 25 sec, rest, 20 sec</td>
</tr>
<tr>
<td>11/27</td>
<td>35 sec, rest, 25 sec, rest, 20 sec</td>
</tr>
<tr>
<td>11/28</td>
<td>35 sec, rest, 30 sec, rest, 20 sec</td>
</tr>
<tr>
<td>11/29</td>
<td>40 sec, rest, 30 sec, rest, 25 sec</td>
</tr>
<tr>
<td>11/30</td>
<td>40 sec, rest, 30 sec, rest, 30 sec</td>
</tr>
<tr>
<td>12/1</td>
<td>45 sec, rest, 35 sec, rest, 30 sec</td>
</tr>
<tr>
<td>12/2</td>
<td>45 sec, rest, 35 sec, rest, 30 sec</td>
</tr>
<tr>
<td>12/3</td>
<td>45 sec, rest, 40 sec, rest, 35 sec</td>
</tr>
<tr>
<td>12/4</td>
<td>50 sec, rest, 40 sec, rest, 40 sec</td>
</tr>
<tr>
<td>12/5</td>
<td>50 sec, rest, 45 sec, rest, 40 sec</td>
</tr>
<tr>
<td>12/6</td>
<td>65 sec, rest, 45 sec, rest, 40 sec</td>
</tr>
<tr>
<td>12/7</td>
<td>55 sec, rest, 45 sec, rest, 45 sec</td>
</tr>
<tr>
<td>12/8</td>
<td>55 sec, rest, 50 sec, rest, 45 sec</td>
</tr>
<tr>
<td>12/9</td>
<td>60 sec, rest, 50 sec, rest, 50 sec</td>
</tr>
<tr>
<td>12/10</td>
<td>60 sec, rest, 55 sec, rest, 50 sec</td>
</tr>
<tr>
<td>12/11</td>
<td>65 sec, rest, 60 sec, rest, 55 sec</td>
</tr>
<tr>
<td>12/12</td>
<td>65 sec, rest, 60 sec, rest, 60 sec</td>
</tr>
<tr>
<td>12/13</td>
<td>75 sec, rest, 65 sec, rest, 60 sec</td>
</tr>
<tr>
<td>12/14</td>
<td>75 sec, rest, 65 sec, rest, 60 sec</td>
</tr>
<tr>
<td>12/15</td>
<td>75 sec, rest, 70 sec, rest, 60 sec</td>
</tr>
<tr>
<td>12/16</td>
<td>80 sec, rest, 70 sec, rest, 60 sec</td>
</tr>
<tr>
<td>12/17</td>
<td>80 sec, rest, 75 sec, rest, 65 sec</td>
</tr>
<tr>
<td>12/18</td>
<td>80 sec, rest, 75 sec, rest, 70 sec</td>
</tr>
<tr>
<td>12/19</td>
<td>As long as you can!</td>
</tr>
</tbody>
</table>

**How to do a plank:**
1) Start by getting into a press up position.
2) Bend your elbows and rest your weight onto your forearms and not on your hands.
3) Your body should form a straight line from shoulders to ankles.
4) Engage your core by sucking your belly button into your spine.
5) Hold this position for the prescribed time.

**Benefits:**
Plank helps you to build strength in your core, upper and lower body so it’s a good full body workout. You do not need any equipment to perform this exercise—all you need is a bit of space, and it really helps improve flexibility by stretching muscles and will improve posture if performed regularly.

If you have questions regarding this challenge please contact your department’s Wellness Ambassador.
Maintain Don’t Gain

Challenge Tips

Tips for Maintaining Weight Loss

Studies have shown that between 80 to 95 percent of dieters regain lost weight, often gaining more than when they started. Beat the odds by maintaining this new body, new life, and new energy!

Tip #1 Think of **food for fuel** and food in the simplest forms. When you do that, it takes away any feelings of shame or guilt.

Tip #2 Think of your **body as your vehicle** every day to ensure you have met your step quota (10,000 steps is recommended). In addition to your regular workout, use your legs to commute by walking or cycling, walk or ride to do errands, or take meetings outside while walking.

Tip #3 **Follow the 80/20 rule**, 80 percent of the time eat whole, clean foods, and 20 percent of the time allow yourself to enjoy wholesome treats.

Tip #4 In order to maintain your weight loss, you must learn to **eat full, balanced meals** consisting of lean proteins, healthy fats, and plenty of fruits and vegetables, not by restricting calories.

Tip #5 If you suffer from a lack of **sleep**, your body cannot maintain a regular appetite and eating schedule. If you regularly sleep less than seven hours a night, studies show that you may be as much as 30 percent more likely to be obese than those who sleep nine hours or more.