Cedar Rapids, a vibrant urban hometown - a beacon for people and businesses invested in building a greater community now and for the next generation.

Employee News

New employees
Hannah Buettner, Library – Library Shelver effective Sept 22.
Sabiya Drahozal, Library – Library Shelver effective Sept 22.

Employees who were recently transferred or promoted.
Benjamin Dugan, PW – promoted to Traffic Engineering Signal Supervisor effective Sept 17. His previous position was Traffic Engineering Electrical Specialist I.
Kevin Scott, P&R – promoted to Parks Construction Operator II effective Sept 17. His previous position was Parks Construction Operator I.
Olivia Harding, Library – transferred to Customer Service Associate effective Sept 26. Her previous position was a Library Seasonal.

Due to flooding, the citywide Healthiest State Initiative Walk on October 5 has been cancelled. People are encouraged to join other walks in Linn County. More information on alternate walk locations can be found at:
http://www.iowahealthieststate.com/events/annual-walk/
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>Intern IV-Planner (MPO)</td>
<td>Oct 14</td>
</tr>
<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 Associate (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>Secretary IV (19 hr.) - Recreation</td>
<td>Oct 14</td>
</tr>
<tr>
<td>Water Plant Operations Supervisor-Department Only</td>
<td>Oct 7</td>
</tr>
<tr>
<td>Water Plant Operator I</td>
<td>Oct 21</td>
</tr>
</tbody>
</table>

CITY UPDATE

Join Jeff and the City Directors for our next City Update event!

You won't want to miss this fun, interactive gathering. This is your opportunity to visit with the City Manager and hear Jeff answer questions submitted by you and other City employees.

All City employees are invited and encouraged to attend. The use of Flex time WILL NOT be required. Space is limited, so please RSVP to citymanager@cedar-rapids.org or call x5080 to reserve your seat today.

Do you have City related questions you would like addressed by Jeff or City Directors? Submit your questions to citymanager@cedar-rapids.org, Jeff will address as many questions as possible at the event.
National Save for Retirement Week  
October 17 – 21, 2016

The City of Cedar Rapids & Linn County are partnering to bring Financial Education Seminars to our employees.

All sessions will be held at Time Check Hall, City Services Center

Remember: Wellness hours can be used for these events! (max of 6hrs/calendar year) Please check with your supervisor to coordinate attendance.

- Time spent in attendance at a City sponsored Wellness Event must be annotated by the employee on his/her payroll records, using the payroll code “Wellness”. If an employee does not enter their own time, they must report attendance to designated payroll staff member the day of the event.

Wraps provided during “lunch hour” sessions (11:30am, 12:00pm, 1:00pm). A snack provided during 10:30am session.

**Tuesday, October 18 — IPERS**
Kim Pinegar, Senior Retirement Benefits Officer, IPERS
Two Sessions: 11:30am – 12:30pm AND 1:00 – 2:00pm

- Learn about your retirement system. It’s never too early or too late to start planning! Great information about the IPERS system!

**Wednesday, October 19 — Investing 101**
Mike Banasiak, CFP, Legacy Financial Group
Two Sessions: 10:30am – 11:30am AND 12:00pm – 1:00pm

- Every investment has a risk -- learn about risks and your reaction to it, and how that can guide you in choosing your investments.
Help honor employees for their years of dedicated service to the City of Cedar Rapids. Please RSVP and submit payment to your department contact by October 5, 2016.

You must register prior to deadline. No late reservations or walk-ins will be allowed this year.

If you have food sensitivities we have ingredient labels available so you can make informed decisions. To see the labels you may contact us ahead of time or review the labels at the event.

$5
Payable by cash or check to “City of Cedar Rapids” by October 5.
Thousands of individuals in Eastern Iowa are in need of a warm winter coat. To serve this need, KCRG-TV9 volunteers and our Show You Care sponsors work to collect and distribute new and gently used coats each fall. Coats in sizes infant through adult are donated at locations throughout Eastern Iowa, collected and cleaned by Citywide Cleaners in Cedar Rapids, and are then distributed to the children who need them by area family service organizations and volunteers. Through 26 years of collecting and distributing Coats For Kids, many more kids will stay warm each winter as a result of the generosity of our communities.

Please consider donating a new or gently used coat this season.

The CR Care Committee is running the campaign for coat collection September 12 – 23rd. Boxes will be set up in City offices for collection of coats, and later taken to KCRG for cleaning and distribution. Thank you for your help in keeping area children warm this winter season.

One in 8 individuals in Linn County is food insecure. In the last month several employees from Utilities picked apples from the trees at Water and WPC to donate to HACAP. In total 92 lbs of apples were donated. Do you have your own vegetable garden at home? The HACAP Food Reservoir will graciously accept any of your excess produce during the summer months. Just make sure to call or email in advance before you deliver your fresh fruits and vegetables to the Food Reservoir.
Temporary Relocation of Offices

City Hall departments have relocated to the following buildings temporarily. City Clerk, Community Development, Finance, Housing, and the Human Resources Departments will be located at the former Ambroz Recreation Building.

The City Treasurer (water payments) and Civil Rights Departments are located at the Water Administration Building, 1111 Shaver Rd NE.

The Mayor, City Council, and City Manager’s Office are located at the City Services Center, 500 15th Ave SW.

All Department phone numbers remain the same.

CREATING A POSITIVE ATTITUDE

Presented by Mercy EAP
Wed. Oct. 26 Five Seasons
Conference Rm CSC
3:00 to 4:00 pm
On behalf of the United Way of East Central Iowa, we would like to announce the Kick Off of the 2017 Campaign for the City of Cedar Rapids.

Packets with pledge cards have been distributed to the administrative staff in your department for delivery and you should soon be receiving them. Campaign dates for the campaign are: September 19 - October 21.

This year the City of Cedar Rapids goal is to increase participation. Giving: If you choose to enter your donation online through Peoplesoft please read the instructions listed below. If you wish to submit the paper forms please return them to the administrative staff in your department.

Forms should be gathered within each department by the campaign end date (October 21) and forwarded to Diana McLaughlin by Monday, October 24.

**Online Instructions:**

You may enter contributions made through payroll directly within “Employee self-service” in Peoplesoft. Use the link below to access your voluntary deduction page (Self-Service userID and password required). Click on the 'ADD Deduction’ button to enter your 2017 contribution. If you are still giving to the 2016 campaign, your contribution status will display on the page. Please do not edit your 2016 contribution in order to enter your 2017 giving. You will receive an email confirming the contribution after entry has been successfully saved.

If you don’t remember your self-service userID and password, please contact Sue Poshusta suep@cedar-rapids.org or 286-5014. You do not need to return the pledge form this year if you enter your contribution in Peoplesoft and you are not designating a specific agency for your donation to go towards or giving at the Leadership Level.

Link to Employee Self-Service:

http://galena/psp/HRPROD/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE_PY_IC_VOL_DEDS.GBL?NAVSTACK=Clear&FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE.HC_PAYROLL_COMP.HC_PY_IC_VOL_DEDS_GBL&IsFolder=false&IgnoreParamTempl=FolderPath%2cIsFolder

If you have questions on making your Employee Self Service entry please contact Diana McLaughlin at 286-5104 or d.mclaughlin@cedar-rapids.org

**Directions for filling out the fields for either a onetime donation or an ongoing donation:**

- **Type of Deduction:** United Way
- Select whether Deduction is a Flat Amount or Percent: Amount
- Enter Deduction Start Date: 01/01/2017
- Enter Deduction Stop Date: 12/31/2017

**One time donation – enter the same amount for both fields below:**

- Enter amount/percent to be deducted
- Take deduction until I reach this goal amount

**Deduction every payroll for the year. Example: $10.00 per payroll for all 26 payrolls.**

- Enter amount/percent to be deducted $10
- Take deduction until I reach this goal amount $260.00

Thank you for giving to United Way and making this year’s campaign a success!

C.R. Employee’s Care Committee
SLEEP SMART CHALLENGE

Getting enough sleep improves concentration, decision making, and memory. It also helps prevent overeating, diabetes, and heart disease.

This challenge is based on averaging 7.5 hours of sleep per night or 52.5 hours of sleep per week. Reach 210 hours by October 31, 2016 and get your name entered to win a $50.00 gift card from the Wellness Ambassador.

- Enroll beginning September 1, 2016
- Begin tracking October 1, 2016
- Challenge ends October 31, 2016

A paper tracker will be posted in the city newsletter. Please submit to a Wellness Ambassador by 11/1/2016

Questions regarding this challenge? Reach out to:

Health Solutions
Your Health and Wellness Partner

Sleep Smart Challenge!

To complete this challenge, track the number of hours you sleep for the month of October 2016. Enrollment begins on September 1, 2016. Track your hours of sleep each night from October 1 – 31, 2016. Average 7.5-8 hours of sleep each night and achieve at least 52.5 hours of sleep per week to total 210 hours of sleep in the month of October. By completing this challenge and reaching 210 hours of tracked sleep you will get your name entered in win a $50.00 gift card from the City of Cedar Rapids Wellness Ambassador. Each circle represents one hour. Color in the circles to match up with the number of slept.

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<th>MON</th>
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<th>WED</th>
<th>THU</th>
<th>FRI</th>
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<th>SUN</th>
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Week 2

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<th>FRI</th>
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Week 3

Week 1

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<td>/56</td>
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</tbody>
</table>

Week 4

Submit your completed Sleep Smart Challenge tracker to your Department’s Wellness Ambassador by November 1, 2016 to be entered in the gift card drawing.
Quarter 3 Activity Incentive Program is ending soon!

Quarter 3 runs July 1, 2016 – September 30, 2016

Tracking data for Quarter 3: Employees and spouses must track all their data for July 1st – September 30th by October 7, 2014. If your data is being automatically synced you will not need to do anything. All data will be automatically loaded. Only if you are manually reporting some activities it needs to be entered by October 8th.

It’s not too late to earn up to $100 this year!

Register for Quarter 4 Now!

Each quarter employees and spouses must enroll in the new quarter. See the steps below for how to register for quarter 4.

1. Log in to your personal Health Solutions account
2. Click “2016 Activity Incentive Program” or “Enroll in Challenge Here”
3. Under the Things To Do box, click “Enroll in Challenge” (see below)
4. Select the Quarter 4 Activity Incentive Program (see below)
5. Click “Enroll” Data syncing will not begin until October 1

If you have any questions regarding this challenge please contact: Riley Barth at 319-446-0787, rileybarth@hdc.com
Wellness Time Policy

Have you used your Wellness Time for 2016?

To reinforce that the City values the health of its employees, all City Directors approved the addition of 6 hours, per year, of paid time to all full-time employees to use for wellness-related events! The events below include opportunities to use the remainder of your wellness time in 2016!

**Wellness Time Guidelines:**

- Employees are eligible to use six (6) hours in a calendar year for attendance in wellness events sponsored by the City, as defined by the Wellness Ambassador committee.
- Wellness events that qualify:
  - Annual City Blood Donation
  - Blue Zone and Healthiest State sponsored events
  - CR Cares sponsored events
  - Financial Wellness Presentations/Activities
  - Health Fair
  - Healthy Tailgates/Potlucks
  - Smoking Cessation Classes
  - Wellness Ambassador Events and Presentations

*The event flyer will clearly state that “the event can be logged as employee wellness time”*

- Time spent in attendance at a City sponsored wellness event must be annotated by the employee on his/her payroll records, using payroll code “Wellness.”
- If employee does not enter their own time, they must report attendance to designated payroll staff member the day of the event.
- Participation in wellness events is voluntary and requires supervisor approval prior to attendance.
- All time spent in a wellness event over the allotted six (6) hours must be supplemented by the use of Flex Leave, Vacation, Personal Time or Compensatory Time.
- Travel time to a wellness event is included in the allotted six (6) hours.
- **Note:** The annual Health Solutions health screening and monthly coaching program does not count against the allotment of six (6) hours for Wellness Events.

<table>
<thead>
<tr>
<th>Events or Activity</th>
<th>Date/Time/Location</th>
<th>Estimated amount of wellness time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating a Positive Attitude Presentation by Mercy EAP</td>
<td>October 26&lt;sup&gt;th&lt;/sup&gt; 3:00 – 4:00 pm Five Seasons Room - CSC</td>
<td>1 hour</td>
</tr>
<tr>
<td>Mercy EAP Presentation</td>
<td>November/TBD</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Great American Smoke Out: Smoking Cessation Courses</td>
<td>November/TBD</td>
<td>up to 4 hours</td>
</tr>
<tr>
<td>Stress Management Presented by Mercy EAP</td>
<td>December/TBD</td>
<td>30 minutes</td>
</tr>
</tbody>
</table>

*Any changes in date/time for the following events will be published. Events may be added.*
The City of Cedar Rapids
Quarter 4 Wellness Activities

Individual Challenge
Sleep Smart Challenge
October 1 - October 31
Track your hours of sleep each night for a month with a goal to average 7.5 hours per night or 52.5 hours weekly!
Register on your personal Health Solutions portal!

Maintain Don't Gain Holiday Challenge
November 14 - January 13
With this challenge, you will have the motivation to maintain or lose weight this holiday season! Participate as a team or individual
More information will be posted in the City Newsletter

Events
On Site Fitness Demo Classes
CSC - Timecheck Hall
Core & Toning Express: Oct. 12 @ 12:15-12:45pm
Pure Strength: Oct. 17 @ 4:15-4:45pm
See flyers for more details

Creating a Positive Attitude by Mercy EAP
CSC - Five Seasons Room
Oct. 26 3:00 - 4:00 pm

Great American Smoke Out
November

30 day plank challenge
November 21 - December 16
More info to come...

2016 Wellness Reminders:
Wellness Hours: employees have 6 wellness hours/year to attend City sponsored wellness related events. See policy for details

Activity Incentive Program: It's not too late to join! Get started today!! You can join the Activity Incentive program at any time and start earning your incentive.
Coming Soon!

Weekly On-Site Fitness Classes!

Beginning October 24th 2016

ALL FITNESS LEVELS ACCOMODATED

Lead by a Certified Group Fitness Instructor

- 2 – 30 minute classes offered weekly
- The first month will be offered at the City Services Center – Time Check Hall
- Each month the location and time of classes will vary based on previous survey feedback. Overtime a trial month of classes will be held at most locations.

<table>
<thead>
<tr>
<th>Number of Classes</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 days per week (8 total)</td>
<td>$25.00</td>
</tr>
<tr>
<td>1 day per week (4 total)</td>
<td>$18.00</td>
</tr>
<tr>
<td>Daily drop in rate</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

Register at the demo class and receive a $5.00 discount!

FREE demo classes!

Location: CSC Time Check Hall
Wednesday October 12th 12:15–12:45 pm
Monday October 17th 4:15-4:45 pm

*See flyer for more details

Questions? Please contact Riley Barth at Riley@barth@myri-rx.com
Fitness Class Information

- Both classes are designed to meet the needs of all fitness levels. No ‘exercise’ or strength training experience needed to attend classes
- A Certificated Group Fitness Instructor will be leading classes and will lead you through an appropriate workout for your fitness level
- Workout attire is not required but comfortable clothing is encouraged
- Payment will be made directly to the instructor (cash or check) and accepted the first day you attend class, if not already pre-purchased. Register for October-November classes at the demo and receive a $5.00 discount. Rates for classes beginning October 24th:

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</tbody>
</table>

- All classes are B.Y.O.M. Bring Your Own Mat, such as a yoga mat or padded mat

Pure Strength (30 minutes)
Monday’s 4:15 – 4:45 pm
City Services Center Time Check Hall

Work your muscles in every way possible in this class designed to build strength, add definition, increase your bone density, and decrease your body fat by increasing your lean muscle. Research has proven that by adding lean muscle to the body you can speed up your metabolism and burn more calories when you work out and at rest. You will use your own body weight to change the shape of your body. No muscle gets neglected in this class. All fitness levels accommodated. B.Y.O.M

Core & Toning Express (30 minutes)
Thursday’s 12:15 – 12:45 pm
City Services Center Time Check Hall

This class targets all the muscles around the core and provides the vital ingredient for a stronger body. A stronger core makes you better at all things you do. Combining traditional abdominal exercises, along with squats, lunges and lower back strengtheners, this class will help shape, define, and shrink the waistline and tone every inch. All fitness levels accommodated. B.Y.O.M.

Questions? Please contact Riley Barth at RileyBarth@hzi-rx.com
Free Demo Fitness Classes!

City Services Center
Time Check Hall

Core & Toning Express: Wednesday October 12th 12:15 – 12:45 pm

Pure Strength: Monday October 17th 4:15 – 4:45 pm
You may use wellness time to attend either or both of these demo classes
See class descriptions posted in the City Newsletter & CR@Work

ALL FITNESS LEVELS ACCOMMODATED

Lead by a Certified Group Fitness Instructor

• Workout attire is not required but comfortable clothing is encouraged
• All classes are B.Y.O.M. Bring Your Own Mat, such as a yoga mat or padded mat
• Register for October-November classes at the demo and receive a $5.00 discount. Rates for classes beginning October 24th:

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</table>

• Payment will be made directly to the instructor (cash or check) and accepted the first day you attend class, if not already pre-purchased.
• You are not committed to purchasing any additional classes by attending one or both of the demo classes

Questions? Please contact Riley Barth at RileyBarth@hji-rx.com
GIVE IT UP!
Stop smoking for life.

Informational Meeting for employees & spouses
October 25 @ 12:00 pm
Five Seasons Conf. Rm CSC
Free ~ Four one-hour weekly sessions will be scheduled to assist in giving you support
RSVP: Marilynf@cedar-rapids.org
286-5059
Diversity Focus: Eric Holthaus

Eric Holthaus, Utilities, Sustainability Coordinator
I work as Sustainability Coordinator. My role is to bring unity and collaboration to sustainability efforts with a special focus on leading by example with our city staff and facilities. My work has three areas of focus: Promote positive stories and build on work of iGreenCR; identify, expand, and share best practices (e.g. idling reduction, waste reduction, green cleaning); and facilitate a long-term municipal sustainability plan. These efforts all share in common the goal of using our limited natural resources wisely so we can all have a high quality of life for the long-term. Each of us is a “sustainability coordinator” when it comes down to it.

Where were you born? Where did you grow up?
I was born and raised in Dixon, IL, though I spent several years in between in Vinton, IL.

Why did you choose to work for the City?
I chose to work for the City of Cedar Rapids because I wanted to be part of a talented, forward-thinking team, and I had continued to hear how good a place Cedar Rapids is for living and working.

Describe the last time you experienced something new.
I’m a new home owner—and the first load of laundry I did resulted in a small fire and blown fuse in the dryer. Nothing serious actually. I thought it was funny about a week later.

What about your job motivates you to want to come to work every day?
The people: The big team I am on is full of talented, thoughtful, kind people who want each other and the City to succeed.

Thinking back to when you first started working for the City, was there anything that set you apart from the team you were joining? What did others do to make you feel welcome?
Being relatively new to the organization, it was and continues to be a very welcoming place to work. Every person I see has a kind wave and “hello” to offer. “Iowa Nice” is real and good.

What is your favorite or most unique family tradition? How has this tradition shaped who you are?
My parents and sisters like to find unique craft beers when we travel, so we share and enjoy these stories and products around our kitchen table when we gather for the holidays.

If you didn’t work for the City or in your current career/trade, what would be your dream job?
I would run a “soccer bar” called CR United that shows soccer games exclusively and serves beverages from countries or cities with popular soccer teams. We’d prize our diversity and community, and we’d also have healthy, international types of easy-to-make food items so you could eat before or after a soccer game and feel healthy and energized. Don’t take my idea—just call if you want to talk.

How do you connect with the City mission and values? How are they applied in your day to day work?
Mission: Cedar Rapids is a vibrant urban hometown — a beacon for people and businesses invested in building a greater community now and for the next generation.

Values: We value Accountability and Integrity. We value Communication. We value Dignity and Fairness. We value Diversity. We value Stewardship. We value Teamwork and Initiative. We value Sustainability.

We value Sustainability. We work hard to find outcomes that have multiple benefits. For instance, reducing idling saves money and fuel and improves air quality, which benefits the elderly and young the most. Composting is a way of eliminating waste from a building and recycling resources instead of “deleting” them by putting them in a hole. Exploring and installing solar power is a means of finding clean, renewable energy that isn’t tied to fossil fuel extraction and burning, which degrades land, water, and air and our ability to be healthy.

If your family/friends had to describe you in three words, what would they be?
Dude, man, dude.