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

**Danielle (Dani) Blin, DS** – Administrative Assistant II effective Oct 17. Danielle joins the City from Mercy Medical Center in Cedar Rapids.

**Travis Watkinson, TRN** – Transit Driver effective Oct 17. Travis joins the City from LL Pelling in North Liberty.

The following employees were recently transferred or promoted

**Brooke Davis, EIAADM** – transferred to Administrative Assistant I effective Oct 17. Her previous position was Airport Facilities Wkr I.

**Kara McCoy, LIBRY** – transferred to Patron Services Specialist effective Oct 17. Her previous position was Customer Service Associate.

**Michael Leaven, PW** – promoted to Sewer Collection System Supervisor effective Oct 21. His previous position was Coll Sys Mtnc Wkr IV.

**Dallas Hyke, PW** – promoted to Coll Sys Mtnc Wkr IV effective Oct 18. His previous position was Coll Sys Mtnc Wkr III.

**Chad Pence, UTIL** – promoted to Sld/Rec Driv/Coll I effective Oct 22. His previous position was Sld Wst & Recyc Lab Extra Driver.

**Jesse Hahn, PARKS** – promoted to Rec Mntc-Rpr Wkr I effective Oct 26. His previous position was Parks Laborer.

2017 Holiday Schedule

The 2017 holiday schedule is now available at the following link:

[http://cratwork/EmployeeResources/Benefits/Holidays/Pages/default.aspx](http://cratwork/EmployeeResources/Benefits/Holidays/Pages/default.aspx)
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>Availability</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>Availability</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>Construction Contract Specialist</td>
<td>Nov 4</td>
</tr>
<tr>
<td>Finance Business Manager</td>
<td>Open Until Filled</td>
</tr>
<tr>
<td>Lead Streets Worker-Department Only</td>
<td>Nov 4</td>
</tr>
<tr>
<td>Library Branch Supervisor-Downtown</td>
<td>Nov 11</td>
</tr>
<tr>
<td>Police Records Technician</td>
<td>Nov 4</td>
</tr>
<tr>
<td>Transit Driver</td>
<td>Nov 11</td>
</tr>
<tr>
<td>Utilities Project Coordinator</td>
<td>Nov 4</td>
</tr>
<tr>
<td>WPC Instrument Technician</td>
<td>Nov 4</td>
</tr>
</tbody>
</table>

Have you moved recently??

Does Human Resources have your new address??

If you have moved, please complete an Employee Record Change Form and return to Human Resources as soon as possible so we can update our records and we will also notify Wellmark & Delta Dental. (Remember, it is the employee’s responsibility to notify IPERS, MFPSRI, and Deferred Compensation agent of updated address.)
Photo Book of Flood Fight

The Cedar Rapids Gazette has put together a paperback book of photos from the September 2016 flood fight. The books can be purchased for $9.35 each, and a portion of all proceeds are going to help with small business recovery efforts. You can order online or purchase them at the Gazette (500 Third Ave SE) or at the GO Cedar Rapids Visitor Center located in NewBo City Market.

Several City employees were photographed by the Gazette and are included in the paperback book, which captures the flood preparations both from City forces and from community volunteers and contractors.


With the help of Alliant, TreesForever, IowaBIG volunteers, and City employees, 21 fruit and shade trees were planted at Water Admin and the J Avenue water plant on Thursday Oct 27th. Alliant and TreesForever provided $1,500 in financial assistance as well as an educational demonstration. These trees will provide air quality, stormwater retention, and energy benefits as well as fruit for the community.
29th Annual City of Cedar Rapids

EMployee Turkey Shoot

Shoot to Win a Turkey!!

May City Bowl
Sunday, November 6
1:00-4:00 p.m.

For Employees, Retirees & Immediate Family Members

Shoot to win your Thanksgiving turkey! Sign up today for this popular five-person team tournament.

*Entry fee of $12 per bowler ($60 per team) must be submitted with entry form.*
Cash or check payment will be accepted. Make checks payable to May City Bowl.

The first 24 teams will bowl at 1:00 p.m.
Assistance will be provided to disabled individuals upon request.

*Gift certificates are purchased in advance based on the number of teams registered. Therefore, all cancellations must be received one week in advance of the tournament. Captains are responsible for payment of all team members at the time the entry form is submitted. Substitutions are allowed.

Any help would be greatly appreciated. If you have a few hours to help coordinate or work the event, please call Angie Turner, Recreation-286-5744, or Verne Zakotielecki, Planning-286-5043.

All entries must be received at Northwest Recreation Center, 3140 11th St. NW by 5:00 p.m. on Wednesday, November 2.
Please print the following information:

Team Name: ____________________________
Team Captains Name: ____________________ Department: ________ Phone: __________
Team Members Name/Department: 1) ________ 3) ________
2) ________ 4) ________
5) ________

Call Angie at 286-5744 for more information.
Going on now!
Weekly On-Site Fitness Classes!

ALL FITNESS LEVELS ACCOMODATED
Lead by a Certified Group Fitness Instructor

- 2 – 30 minute classes offered weekly until November 17th
- Located at the City Services Center – Time Check Hall
- Both classes are B.Y.O.M. Bring Your Own Mat, such as a yoga mat or padded mat

<table>
<thead>
<tr>
<th>Number of Classes</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day per week (4 total)</td>
<td>$16.00</td>
</tr>
<tr>
<td>Daily drop in rate</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

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

Core & Toning Express (30 minutes)
Thursday’s 12:15 – 12:45 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

Questions? Please contact Riley Barth at RileyBarth@hti-ix.com
# 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></th>
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<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
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<td>20 sec, rest, 20 sec, rest, 15 sec</td>
<td>25 sec, rest, 20 sec, rest, 15 sec</td>
<td>25 sec, rest, 20 sec, rest, 15 sec</td>
<td>30 sec, rest, 20 sec, rest, 15 sec</td>
<td>30 sec, rest, 25 sec, rest, 20 sec</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
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<td>35 sec, rest, 30 sec, rest, 20 sec</td>
<td>40 sec, rest, 30 sec, rest, 25 sec</td>
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<td>45 sec, rest, 35 sec, rest, 30 sec</td>
<td>45 sec, rest, 35 sec, rest, 30 sec</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day</th>
<th>12/3</th>
<th>12/4</th>
<th>12/5</th>
<th>12/6</th>
<th>12/7</th>
<th>12/8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>45 sec, rest, 40 sec, rest, 35 sec</td>
<td>50 sec, rest, 40 sec, rest, 40 sec</td>
<td>50 sec, rest, 45 sec, rest, 40 sec</td>
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<td>55 sec, rest, 50 sec, rest, 45 sec</td>
<td>55 sec, rest, 50 sec, rest, 45 sec</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day</th>
<th>12/9</th>
<th>12/10</th>
<th>12/11</th>
<th>12/12</th>
<th>12/13</th>
<th>12/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>60 sec, rest, 50 sec, rest, 50 sec</td>
<td>60 sec, rest, 55 sec, rest, 50 sec</td>
<td>65 sec, rest, 60 sec, rest, 55 sec</td>
<td>65 sec, rest, 60 sec, rest, 60 sec</td>
<td>75 sec, rest, 65 sec, rest, 60 sec</td>
<td>75 sec, rest, 65 sec, rest, 60 sec</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day</th>
<th>12/15</th>
<th>12/16</th>
<th>12/17</th>
<th>12/18</th>
<th>12/19</th>
<th>12/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>75 sec, rest, 70 sec, rest, 60 sec</td>
<td>80 sec, rest, 70 sec, rest, 60 sec</td>
<td>80 sec, rest, 75 sec, rest, 65 sec</td>
<td>80 sec, rest, 75 sec, rest, 70 sec</td>
<td>As long as you can!</td>
<td>As long as you can!</td>
</tr>
</tbody>
</table>

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**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 work out. 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**

**November 14th - January 13th**

- With this challenge, you will have the resources and motivation to maintain or lose weight this holiday season! Participate as a team (4 members and must have a team name) or as an individual.
- All participants must weigh in the first week and weigh out the last week to be eligible for the gift card drawing, all team members must weigh out for the team to be eligible.
- Maintain (within 2 pounds of your starting weight) or lose during this holiday season to be eligible for the gift card drawing. Teams - all individuals must not be >2 pounds of their starting weight, or the team is disqualified from the drawing.
- There will be two drawings for $20.00 gift cards - 1 drawing for all teams who maintain or lose weight (win 1 gift card per team member) and 1 drawing for all individuals who maintain or lose weight.

**Initial weigh in schedule**

**November 14 - November 18**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library: 8:30-9am&lt;br&gt;POLICE: 9:30 – 10 am&lt;br&gt;AIRPORT: 11:30-12:00 pm&lt;br&gt;WPC: 2-2:30 pm</td>
<td>Water Dept: 10-10:30 am</td>
<td>CSC: 8-9:00 am&lt;br&gt;Central Fire: 1-1:30 pm</td>
<td>Central Fire: 11-11:30 pm</td>
<td>City Hall: 8 – 9:00 am&lt;br&gt;Central Fire: 11 - 11:30 am</td>
</tr>
</tbody>
</table>

You may also weigh in at the Health Solutions office 8 am-5 pm the entire week.

**LET'S MOVE CR**

Weigh ins will be held in the normal coaching room at each location.

You may weigh in at ANY time & location listed above or at the Health Solutions office by 5pm.

Health Solutions Office: 151 5th Ave SE Suite 500<br>Cedar Rapids, IA 52402 (319)362-2409
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 7-8 hours of sleep each night and achieve at least 52.5 hours of sleep per week (total 263 hours of sleep in the month of October). By completing this challenge and reaching 263 hours of tracked sleep you will get your name entered to win 1 $25.00 gift card from the City of Coloradopolis Wellness Ambassadors. Each circle represents one hour. Color in the circles to match up with the number of days.

Week 1

Week 2

Week 3

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.
The City of Cedar Rapids
Quarter 4 Wellness Activities

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 - Timcheck Hall
Core & Toning Express Oct. 12 @ 12:15-12:45pm
Pure Strength Oct. 17 @ 4-4:30pm
*See flyers for more details.
Creating a Positive Attitude by Mercy EAP
CSK - 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.

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 their data for July 1st - September 30th by October 7, 2016. If your data is being automatically tracked, you will not need to do anything. All data will be automatically tracked, only if you are manually reporting some activities it needs to be entered by October 7th.

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

Register for Quarter 4 Now!
Soon 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. Click “Enroll”. Data sharing will begin October 1.

For more information regarding the challenge, please contact:
Gary McRea at 756-5479. gary.mcrea@cityofcr.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!

<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>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.

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.