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**

**Casey Dix, PW** – Civil Engineer I effective Sept 12. Casey acquired his Bachelor’s degree and attended the University of Iowa. He joins the City from Kansas Department of Transportation in Topeka, KS.

**Christopher Bonifazi, Utilities** – Water Plant Operator I effective Sept 13. Christopher joins the City from the City of Anamosa.

**Transfers and Promotions**

**James Gugeler, Finance** – promoted to Environmental Service Worker effective Sept 9. His previous position was Custodian.

**Timothy Weaver, PW** - promoted to Lead Streets Worker effective Sept 12. His previous position was Streets Area Driver.

**Richard Raim, PW** – promoted to Lead Streets Worker effective Sept 12. His previous position was Streets Area Driver.

Employees photos & contact info can be found on CR@Work or at the following link: [http://cratwork/Pages/EmployeeDirectory.aspx](http://cratwork/Pages/EmployeeDirectory.aspx)

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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>Sept 9</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>Finance Business Manager</td>
<td>Open Until Filled</td>
</tr>
<tr>
<td>Secretary IV (19 hr.) - Recreation</td>
<td>Sept 30</td>
</tr>
<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>
</tbody>
</table>

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.
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
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.
What better way to show Cedar Rapids is a certified Blue Zones Community than to join the Healthiest State Initiative walk!

City employees are encouraged to join the walk from McGrath Amphitheatre on **Wednesday, October 5**. The group will depart at noon and meet at Greene Square to enjoy a tailgate-style celebration, complete with games, music and photo opportunities with your favorite mascots! You won’t leave hungry, as Hy-Vee’s Grab and Go Grill will be fired up! Sandwiches and side will be available for just $5 until 1:30.

*This IS a qualifying event under the City’s Wellness Hour Guidelines (see last week’s Employee Connection newsletter).*

**See you on October 5**
Employee Connection

Sept 20, 2016

Finance Department launches OpenGov Interactive Financial Information Tool

The Finance Department recently launched OpenGov, an interactive financial information tool. The OpenGov tool allows residents to view City of Cedar Rapids financial information and interact with City actual revenue and expenses, allowing the ability to view where the City receives and spends money.

The OpenGov tool contains five years of actual revenue and expenses. This tool is available in addition to other published financial documents available on the City’s website, such as the City Certified Annual Financial Report (CAFR) and annual budget book.

A link to the OpenGov website and video tutorial is available at cedar-rapids.org/OpenGov

Congratulations Dave Wallace

Dave Wallace, Sewer Utility Engineering Manager, was named Outstanding Government Civil Engineer on Sept 8 by the American Society of Civil Engineers. The award recognizes significant contributions in Public Service Engineering, and acknowledges a civil engineer who exhibits the following criteria:

- Sustained outstanding civil engineering performance in the public sector.
- Evidence of high character and professional integrity.
- Civic and humanitarian activities. Community Service.
- Minimum of 15 years of public service as a civil engineer, of which at least five must be at a senior administrative level.

Dave has served at the City for 15 years. As Sewer Utility Engineering Manager, he oversees sanitary/storm sewer programs and an annual CIP budget of over $10 million. Dave played an important role in the City’s recovery from the record flooding in 2008. His leadership helped the division replace or line more than 43 miles of sanitary sewer to improve the condition of the community’s collection system. These projects represent over $51M of flood recovery. Dave also serves as a mentor in the Engineering Division, and has helped instill and cultivate a culture of leadership and integrity in Public Works. Congratulations to Dave on this achievement!
BLOOD DRIVE

City of Cedar Rapids
Thursday, September 29th
7:00 am – 11:30 am
Time Check Hall Conference Room - City Services Center

To sign up, visit www.bloodcenterimpact.org and follow these simple steps:
1. Click on Locate a Blood Drive
2. Under the “Search by sponsor” heading, enter 2429 in the blank for “code”
3. Click on “City of Cedar Rapids Time Check Hall Conference Room”
4. Choose your appointment time and click schedule
5. If you are a first time donor, enter some basic information and click submit. If you are a returning donor, login to your profile.

Questions? Contact Marilyn Fitzgerald at 319-286-5056.

Please eat and drink before donating and bring Photo ID.
Lost Donor's lifer donation: 2429

MISSISSIPPI VALLEY REGIONAL BLOOD CENTER

CREATING A POSITIVE ATTITUDE

Presented by Mercy EAP
Wed. Oct. 26 Five Seasons Conference Rm CSC
3:00 to 4:00 pm
Share the News on Grant Resource

The City is partnering with Linn County Public Health and the Housing and Urban Development Department to provide funds to FIND and REMOVE dangerous lead-paint hazards from homes. Help us spread the word on this unique resource in our community and reduce the risk of childhood lead poisoning. Homeowners and investment owners eligible to apply for funding include: households with children under the age of six (or where children frequently visit) in residences built before 1978, and who have a household income that does not exceed 80% of the area median income determined by HUD. It costs nothing for families to see if they qualify. Please refer inquiries to the Community Development Housing Division: 86-5872 or www.crhazardhunters.com

Make time to read Wellmark’s Fall 2016 Blue Magazine! This quarter’s edition is filled with great Health & Wellness articles like: Incorporating Planks in Your Workout, The Benefits of Protein in Your Diet, How Pets Keep you Healthy, and a Pre-diabetes Quiz. ~Something for everyone.
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>Blood Drive</td>
<td>September 29&lt;br&gt;7:00am – 11:30 am&lt;br&gt;Time Check Hall – CSC</td>
<td>30 minutes – 1 hour</td>
</tr>
<tr>
<td>Healthiest State Walk</td>
<td>October 5th&lt;br&gt;12:00 – 12:30 pm&lt;br&gt;Various Locations – See flyer</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Creating a Positive Attitude Presentation by Mercy EAP</td>
<td>October 26th&lt;br&gt;3:00 – 4:00 pm&lt;br&gt;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.*

**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.*