Employee Connection

Sept 26, 2016

Employee News

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.
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.

<table>
<thead>
<tr>
<th>Seasonal Positions / Internships / Partner Organization Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern IV-Planner (MPO)</td>
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<tr>
<td>Parks Seasonal Positions</td>
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<tr>
<td>Recreational Seasonal Positions</td>
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<table>
<thead>
<tr>
<th>Permanent Openings</th>
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<tbody>
<tr>
<td>Finance Business Manager</td>
</tr>
<tr>
<td>Secretary IV (19 hr.) -Recreation</td>
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<tr>
<td>Water Plant Operator I</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.

$5 Payable by cash or check to "City of Cedar Rapids" by October 5.
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
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 2402 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.
Last Donor to Donors Group: 4/7/16

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
Sleep Smart Challenge!

To complete this challenge, track the number of hours you sleep for the month of October 2018. Enrollmen begins on September 1, 2018. Track your hours of sleep each night from October 1 – 31, 2018. Average 7-8 hours of sleep each night and achieve at least 220 hours of sleep per week to total 260 hours of sleep in the month of October. By completing the challenge and reaching 220 hours of tracked sleep, you will get your name entered in six $25.00 gift cards from the City of Cedar Rapids Wellness Ambassadors. Each circle represents one hour. Color in the circles to match up with the number of hours.
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, 2016. 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!

<table>
<thead>
<tr>
<th>Average Steps Daily</th>
<th>Quarterly Goal</th>
<th>Incentive Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤ 5,000</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>7,500</td>
<td>345 Miles</td>
<td>$20.00</td>
</tr>
<tr>
<td>≥ 10,000</td>
<td>460 Miles</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

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” [see below]
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 319-440-2587 RileyBarth@arco.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>Blood Drive</td>
<td>September 29</td>
<td>30 minutes – 1 hour</td>
</tr>
<tr>
<td></td>
<td>7:00am – 11:30 am</td>
<td></td>
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<tr>
<td></td>
<td>Time Check Hall – CSC</td>
<td></td>
</tr>
<tr>
<td>Healthiest State Walk</td>
<td>October 5th</td>
<td>30 minutes</td>
</tr>
<tr>
<td></td>
<td>12:00 – 12:30 pm</td>
<td></td>
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<tr>
<td></td>
<td>Various Locations – See flyer</td>
<td></td>
</tr>
<tr>
<td>Creating a Positive Attitude Presentation by Mercy EAP</td>
<td>October 26th</td>
<td>1 hour</td>
</tr>
<tr>
<td></td>
<td>3:00 – 4:00 pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Five Seasons Room - CSC</td>
<td></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.*
OCTOBER WELLNESS CHAMPION

Jimmy Wolgemuth
PW – Streets Driver

Three fun facts about Jimmy
1. He loves to spend time with his 9 grandchildren.
2. He loves to watch the hometown Kernels and St. Louis Cardinals.
3. His loves to fish.

Wellness Champion Accomplishment-
I quit smoking April 22, 2015.

What motivated you to accomplish this?
I wanted to start feeling better, thinking of my future health. I smoked about 1 pack a day. Cigarettes are expensive. I was spending about $300 a month.

What has been the biggest change you have experienced since accomplishing this?
I feel great about breaking this habit. On a very rare occasion, I still crave a cigarette, but it is easy to fight off that feeling. I have noticed less stress, more energy, and foods taste better.

Do you have any current health goals?
My new goal is to lose about 50 lbs and re-establish better health.

Advice for Others –
If you don’t succeed the first time, don’t give up, keep trying. I had assistance with medication prescribed by my doctor.
Sleep and Weight Loss

We all know that sleep is a vital part of our daily life, but sleep is always the first thing to be compromised. We will stay up later or we will wake up early to get tasks accomplished. Almost everyone wishes that they had more time for sleep. Something that most people do not correlate with lack of sleep is weight gain. There are many reasons that sleep deprivation is to blame for weight gain or unsuccessful weight loss.

Hormones and Metabolism
- There are two hormones related to sleep: ghrelin and leptin. Both of these hormones influence your appetite.
  - The hormone ghrelin tells you when to eat and to keep eating. Leptin is the hormone that tells you when you are full and need to stop eating.
  - When you are sleep deprived your body produces a larger amount of ghrelin and a smaller amount of leptin which in turn causes you to overeat.
- Another hormone that is affected by cortisol which increases your appetite.
  - Having an increase in appetite due to the increase in cortisol slows down your metabolism. They have also found that this increase has an effect on your food choices.
  - You are more likely to choose foods with higher fat and sugar content, in other words unhealthy or comfort foods, compared to choosing healthier foods.
- Growth hormone is the one that stimulates reproduction, growth and muscle building. Your body also secretes more growth hormones while you are sleeping than when you are awake. Having less growth hormone means a decrease in your metabolism and ability to repair and build muscle.

Recovery
When trying to lose weight most people automatically turn to physical activity.
- During physical activity whether it is cardiovascular or strength training you are making your muscles work.
- When forcing your muscles to work you are burning calories but you are also injuring and weakening your muscles.
- When you get adequate amounts of sleep you are able to allow these muscles to rest recover and heal.

Calories Burn During Sleep
- Sometimes you can burn more calories when you are asleep than when you are just lying in bed. This is determined by what stage of sleep you are in.
- During the stages of REM sleep your brain is more active than any other stage so it requires more glucose to function which means this is when you will burn the most calories. The amount of REM sleep increases as the night progresses so it is greatest in the early morning hours.
- Way to get optimum amounts of sleep
  - Avoid using the snooze button. Do this by setting your alarm for the latest possible time so that you have just enough time to get ready
  - Take naps when you need them
  - Avoid exercising before bed, about 4 hours prior
  - Avoid eating large meals before bedtime
  - Avoid caffeinated beverages after about 2 p.m.