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

**Kelly Sewell, Utilities** – Geospatial Data Specialist I effective Aug 29. Kelly acquired her Bachelor's degree and attended the University of Iowa. She joins the City from the City of Coralville where she held the position of Stormwater Technician.

**Kaleb Hogan, Utilities** – Water Maintenance Repair Worker I effective Aug 30. Kaleb acquired his Bachelor’s degree and attended Mount Mercy University. He joins the City from Don Hogan Construction in Marion.

Employee Transfers and Promotions

**Kelly Cousins, IT** – promoted to Systems Technician Specialist effective Aug 27. His previous position was Systems Support Technician III.

**Ryan Beaver, Utilities** – transferred to Water Systems Maintenance Repair I effective Aug 29. His previous position was Sld/Rec Driv/Coll II with Utilities in Solid Waste.

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)
Cleaning Up Cedar Rapids Starts Here

By Jeff Pomeranz, City Manager

Every day City employees drive, walk and bike throughout Cedar Rapids, both during work hours, and after hours. This provides countless opportunities to look around and see areas of concern that could use our attention. Things like overgrown weeds on City property, a street light out, poor workmanship by contractors, and especially safety issues, are all examples of concerns that reflect poorly on our City and our City employees. Because of this, I am calling on each of you to do your part to Clean Up CR.

The next time you see graffiti on public property or a sign that has fallen in the road, report it so the appropriate department can get it fixed. To steal a line from The Department of Homeland Security: if you see something, say something.

Employees are encouraged to use the Cedar Rapids App to report issues any time. The Clean Up CR button in the app allows you to take a photo of the issue and send it directly to the City Manager’s office. From there the report will be funneled to the appropriate department. To download the app you can search for Cedar Rapids in your app store or download it from our website. You can also email concerns to CleanUpCR@cedar-rapids.org or contact the appropriate City department.

Let’s all take pride in our community and the work we do for this great City.
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>Date</th>
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</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>
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<tr>
<td>Public Education Assistant</td>
<td>Sept 9</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>Date</th>
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<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>
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</tbody>
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Water Operations Supervisor-Department Only | Sept 9
Library 28 Hour CSA-Department Only       | Sept 9
Development Services Project Planner       | Sept 16
Finance Business Manager                    | Open Until Filled
Sewer Collection System Supervisor          | Sept 9
Systems Support Technician II               | Sept 9
WPC Electrician I                           | Sept 9
WPC Maintenance Manager                     | Sept 9

Tuition Reimbursement

Educational Assistance is offered to City employees in accordance with City Personnel Policy Section 6.04. The program has been established to improve service to the public and the City by encouraging employees to take advantage of educational opportunities through courses, programs or degree studies that reasonably relate to current job duties or future City assignments.

Non-Bargaining Employees

Available to full-time non-bargaining employees who have completed a probationary period. Coursework must be at accredited institution. Covers degree program, or position-related course. Covers tuition and books at 60% up to maximum of $1,700 per calendar year. Requires grade "C" or above for reimbursement. Reimbursement required for payments made in previous 12 months in event of resignation.

Bargaining Employees

Tuition reimbursement for bargaining employees follows the same rules as set forth in the Personnel Policy Manual Section 6.04. Refer to the Labor Relations, Job Classification and Compensation for eligibility of employees.

For more detailed information visit CR@Work.
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:**

**Thomas Schroeder, Public Works - SE Streets Supervisor**

“For the past several years, Tom has taken it upon himself to mow and maintain the detention basin north of 1st Avenue and west of Cherry Hill Rd NW. He uses his own equipment, on his own personal time, to keep this area looking nice. Tom’s commitment and dedication truly exemplify the attitude of a city employee who takes pride in his work and who recognizes the impact he is leaving on the community.”

Submitted by Dave Wallace, Public Works – Storm Water Management Project Engineer

**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.
2016 Employee Service Awards
HOEDOWN
Thursday, October 20 | 11:15 A.M. - 1 P.M.
Ushers Ferry Lodge ★ 5925 Seminole Valley Trail NE

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.

$5
Payable by cash or check to “City of Cedar Rapids” by October 5.

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.
The Diversity Spotlight is a new article series that features various City employees. The purpose of the series is to provide insight into the infinite diversity of employees, both seen and unseen. The Diversity Spotlight asks employees to share a little about themselves, their work, and their family.

The concept was established through the CR Employee Diversity, Equity & Inclusion Team and will be a regular part of the Employee Connection Newsletter. Articles will be published on either a monthly or bimonthly basis. If you are interested in sharing your story, please contact Amanda Leichty at a.leichty@cedar-rapids.org for additional information.

We hope we can spread appreciation for our differences, share in our similarities, and make our City community feel a little bit smaller.

Cristy Hamblin  
CRPD Sgt. of Community Outreach

**Describe your role with the City.**

I work on a variety of projects from volunteers, Citizens Police Academy, and presentations, to recruiting for racial and ethnic diversity.

**What about your job motivates you to want to come to work every day?**

The community.

**How do you connect with the City mission and values? How are they applied in your day-to-day work?**

I want to make the department and my community a better place than when I first came here. I truly love the City values as they are all so very important for policing in today's world.

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?

I was only one of 5 females. Now there are 32 females. What a difference. Other male officers welcomed me and gave me words of encouragement.

**Describe the last time you experienced something new.**

I recently went on a cruise for the first time. With work, every day brings something new.

**What is your favorite or most unique family tradition? How has this tradition shaped who you are?**

My family kisses each other hello and goodbye to let each other know we missed them and they are loved. Although I do not do this with the community or my co-workers, I do make my co-workers and the public feel that they are important and that they are valued by me.

**If your family/friends had to describe you in three words, what would they be?**

Daring, Dependable, Loving.
Old-Fashioned Fall Fun at Ushers Ferry for “Sunset Pumpkins” and “Night Owls”

Families are invited to Ushers Ferry for some good old-fashioned fall fun including hayrack rides, drinking hot cocoa around a bonfire, and making crafts. Select village buildings will be open for tours until sunset and popcorn and sarsaparilla will be available for purchase at the saloon. Harvest Hayrack Nights will take place Sept 14, Sept 28, Oct 12 and Oct 26. An earlier program called “Sunset Pumpkins” will be offered from 5:00-6:30 p.m. for families with young children who have a hard time staying up late (older children are welcome, too). The later session, “Night Owls,” will be offered from 6:30-8:00 p.m. The fee per evening for each program is $5/child (2-12 years), $9/adult and free admission for those under age 2. Advance registration is available but not required.

Call Parks & Recreation at 286-5566 or go to www.crrec.org. For more information, call Ushers Ferry Historic Village at 286-5763.

The Government Finance Officers Association of the United States and Canada (GFOA) awarded the Distinguished Budget Presentation Award to the City of Cedar Rapids, Iowa for its annual budget for the fiscal year beginning July 1, 2016. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

Congratulations to the Finance Department for receiving this award.
Employee Wellness Time Policy

The City of Cedar Rapids values the health and well-being of its employees and encourages participation in Wellness Events as a means to inform and educate individuals on various aspects of creating and maintaining a healthy lifestyle. In an effort to support these values, each employee will be allowed six (6) wellness hours to be used throughout the year.

Wellness Hour 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 an 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.

Questions? Please contact your department’s Wellness Ambassador.
A full list of Ambassador’s is available on CR@Work.