

Employee Connection

Nov 28, 2016



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



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Employee News

New Employees

Matthew Feuerhelm, PW – Project Engineer II effective Nov 16. Matthew acquired his Bachelor’s degree and attended Iowa State University. He joins the City from River City Paving in Decorah, IA.

Brandon Schmall, Utilities – Utilities Process & Facilities Engineer I effective Nov 21. Brandon acquired his Bachelor’s degree and attended the University of Minnesota. He joins the City from Carlson McCain Inc. in Blaine, MN.



*Stress Management
Including Help With
Holiday Stress & Seasonal
Affective Disorder*

Presented by Mercy EAP

November 30

Five Seasons Conf. Rm - CSC

1-2 pm

RSVP: MaryM@cedar-rapids.org

286-5107

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

Intern IV (Forestry)	January 6, 2017
Parks Seasonal Positions	Open Until Filled
Recreational Seasonal Positions	Open Until Filled

Finance Business Manager	Open Until Filled
Forestry Supervisor	Jan 6, 2017
Police Officer	Dec 29
Sewer Maintenance Worker	Dec 9
Water Plant Maintenance Repair Worker I	Dec 9

TOYS FOR TOTS



Each year Toys for Tots continues to advance its mission of bringing the joy of Christmas to needy children nationwide. The goal of Toys for Tots is to continue to make a difference and provide a tangible sign of hope to economically disadvantaged children at Christmas. With the help of toy collection from supporters such as you we will continue to see growth in Christmas assistance. Last year the program distributed over 50,000 toys, books and stocking stuffers to over 6,000 children locally.

This year's toy drive **concludes Friday, Dec 9.**

Toys for Tots donation boxes will be located at the following City locations:

- City Hall – 1 box
- City Services Center – 2 boxes
- WPC – 1 box
- Water – 2 boxes
- PD – 1 box
- Library – 1 box (downtown location)
- Library - 1 box (Ladd location)
- Transit – 1 box
- All 9 Fire Stations will have a donation box as well.

If you have any questions please contact Nicky Stansell (ext. 5268) or Stacy Mason (ext. 5243) at CRFD.

Employee Thank You Awards

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 recipients of the “Thank You Award” are:

Timothy Duball – Parks & Rec - Vegetation Management Operator

While collecting the SE side of town the Solid Waste and Recycling Division received an email in regards to exceptional customer service, the customer wrote; “Yesterday, my husband was finishing raking the back yard, when he heard the leaf vacuum truck out front. He hurried to the front to ask the driver if he could swing back by in an hour or so to get the rest of our leaves. The driver said he would – and did. Great customer service!”

Our division would like to thank you for the excellent customer service you provide while collecting leaves throughout the City.

Thomas Patterson – Solid Waste – Extra Driver

While collecting the SE side of town the Solid Waste and Recycling Division received an email in regards to exceptional customer service, the customer wrote; “Six weeks ago I had foot surgery and naturally couldn’t do much, especially rake leaves. My brother offered to come over Wednesday afternoon and clean my gutters and help me with leaves. I saw the leaf truck in my neighborhood and knew he would be coming my way shortly. I stopped him and asked a couple questions about the schedule. He was very friendly and helpful and I’d like to send kudos. Unfortunately, I didn’t see a name tag but he was driving truck 2-704 and was in the neighborhood just east of Bever Park. As a former city employee I appreciate great customer service with a friendly smile.”

Our division would like to thank you for the excellent customer service you provide while collecting leaves throughout the City.

Submitted by Mat Fowler, Utilities – Solid Waste and Recycling Supervisor

The Thank You Program is meant to recognize employees of all levels for their extra efforts.

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.

Ethics Corner

Ethics Corner is a new addition to the Employee Connection newsletter. Each month, a member of the City's leadership team will provide a perspective on ethical issues facing their area of the City. If you have topics you would like to see covered, please send those to Jan Rushford in HR.

City employees are participating in annual citywide training "The Culture of Ethics". Some of you will remember that this topic was our first citywide training topic back in 2007. This year the discussion includes the need to make healthy ethical discussions an important part of creating an ethical culture in our organization. Regular conversation with co-workers and leaders about ethical issues is one way to encourage growth in ethical behavior and it will help us gain clarity on how we evaluate ethical issues. It is exciting to think that one of the outcomes will be better decisions made at all levels of the organization.

At your next team meeting bring up current ethical issues that your area faces or get started by discussing the couple of issues listed below. Share ideas about how different perspectives can change how the issue is seen by others, and let the group talk through how each of you might resolve the issue in an ethical way.

- A friend is looking for help getting the contract for some upcoming City work. What kind of help might it be OK to provide? What might other contractors think of your friend getting your help?
- You have plans to tackle a big home improvement job this weekend. The City has a piece of equipment that would make the job a lot easier. What's the harm in borrowing it for a couple days?



DIVERSITY SPOTLIGHT

BROUGHT TO YOU BY THE CEDAR RAPIDS EMPLOYEE DIVERSITY, EQUITY & INCLUSION TEAM

The Diversity Spotlight asks City employees to share a little about themselves, their work, and their family. We hope we can spread appreciation for our differences, share in our similarities, and make our City community feel a little bit smaller.

ERIC HOLTHAUS *Sustainability Coordinator, Utilities*

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 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.

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—but call if you want to talk.

HOW ARE THE CITY MISSION AND VALUES APPLIED IN YOUR DAY TO DAY WORK?

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.

Support for Employees - Affected by flood of 2016

A committee has formed to generate fundraiser ideas to support city-wide coworkers personally affected by the 2016 flood. Committee members: Shannon Sampson PD, Michele Tamerius Finance, Amanda Felton and Jan Rushford HR.

In October departments leaders provided HR with a list of employees that were personally affected by the recent flood of 2016.



- 26 employee residences were affected by the flood of 2016.
- This support is employee helping employees. This is not city funded.
- All city employees will have opportunities to contribute to a collection or participate in an event. See below.

Department contacts - Make sure all employees know about the options for contributing to help support our citywide coworkers.

Here are a few suggested ways to contribute/participate:

November/December:

- If time allows host a walking taco/dessert bar by facility and have a donation basket available to collect funds to support employees. If you hold an event ask for volunteers to coordinate the event.

OR

- Collect money by location. Department volunteer needed to collect the money. Distribute information to employees in your department so everyone knows who is collecting monetary donations. Offer this the months November and December.

All collections should be brought to Michele Tamerius (1st floor Treasury office), City Hall by the end of December.

January:

- City-wide raffle for a beautiful handmade quilt. Pictures will be available early January. The quilt is being made by a few employees at CSC. City-wide employees will be able to purchase chances to win this beautiful quilt.

February:

- Funds will be divided and equally distributed to the 26 employee personal affected by the flood.



Thank you for your willingness to help co-workers across the city. Please contact your department director or a member of the committee with any questions.

City staff is encouraged to attend the 3-4:30 p.m. session, same day and place.
The evening session detailed below is available as an alternative and is open to any member of the public.



**SUSTAINABLE CITY
TALKS**

CEDAR RAPIDS
City of Five Seasons

iGreenCR

What the Science Says

TUESDAY, NOVEMBER 29 | 6:00 – 7:30 p.m.
CEDAR RAPIDS PUBLIC LIBRARY'S WHIPPLE AUDITORIUM
450 5th Ave SE, Cedar Rapids, IA 52401

**What does the science say about social
and environmental sustainability
for Cedar Rapids and the region?**

Learn from our presenters, ask questions, and provide
input for our first municipal sustainability plan.

PRESENTING AND ENGAGING IN A Q&A:

<p>Dr. Craig Just <i>Assistant Professor, University of Iowa</i></p> <p>EXPERTISE: Sustainable Development, Water Quality, and Sustainability Education.</p>	<p>Dr. Charles Connerly <i>Professor and Director, University of Iowa School of Urban and Regional Planning; Founder, Iowa Initiative for Sustainable Communities</i></p> <p>EXPERTISE: Civil Rights and Urban Planning, Community Development, and Sustainability in Iowa and Upper Midwest.</p>
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Lunchtime Yoga is Back!

Starting January 10

A six-week session of yoga will be offered to city employees from Jan 10 - Feb 21 (no class on Jan 24). The class is open to people of all skill levels and will be taught by yoga instructor Kristin Kuch.

When: 12:30 to 1:00 p.m. Tuesdays Jan 10 – Feb 21

Where: The 4th floor ballroom of the Veterans Memorial Building

What you need: All you need to bring is a yoga mat and a water bottle

Cost: \$20 CASH only - for the 6 week session (will be collected on the first day of class)

There is a limit of 40 people per 6 week session. Sign up by 5pm Thursday, Jan 5 to reserve your spot. Email Amanda Rabey at A.Rabey@cedar-rapids.org to reserve your spot.



"Attitude is a little thing
that makes a big difference"

Winston Churchill

*Creating A Positive
Attitude*





Presented by Mercy EAP
Dec. 7 in Library Beems B
9:30 to 10:30 am

RSVP: MaryM@cedar-rapids.org
286-5107

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-works to build strength during the holiday season!

11/21 20 sec, rest, 20 sec, rest, 10 sec	11/22 20 sec, rest, 20 sec, rest, 15 sec	11/23 25 sec, rest, 20 sec, rest, 15 sec	11/24 25 sec, rest, 20 sec, rest, 15 sec	11/25 30 sec, rest, 20 sec, rest, 15 sec	11/26 30 sec, rest, 25 sec, rest, 20 sec
11/27 	11/28 35 sec, rest, 25 sec, rest, 20 sec	11/29 35 sec, rest, 30 sec, rest, 20 sec	11/30 40 sec, rest, 30 sec, rest, 25 sec	12/1 40 sec, rest, 30 sec, rest, 30 sec	12/2 45 sec, rest, 35 sec, rest, 30 sec
12/3 45 sec, rest, 40 sec, rest, 35 sec	12/4 	12/5 50 sec, rest, 40 sec, rest, 40 sec	12/6 50 sec, rest, 45 sec, rest, 40 sec	12/7 55 sec, rest, 45 sec, rest, 45 sec	12/8 55 sec, rest, 50 sec, rest, 45 sec
12/9 60 sec, rest, 50 sec, rest, 50 sec	12/10 60 sec, rest, 55 sec, rest, 50 sec	12/11 	12/12 65 sec, rest, 60 sec, rest, 55 sec	12/13 65 sec, rest, 60 sec, rest, 60 sec	12/14 75 sec, rest, 65 sec, rest, 60 sec
12/15 75 sec, rest, 70 sec, rest, 60 sec	12/16 80 sec, rest, 70 sec, rest, 60 sec	12/17 80 sec, rest, 75 sec, rest, 65 sec	12/18 	12/19 80 sec, rest, 75 sec, rest, 70 sec	12/20 As long as you can!

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 Tips

Tips for Maintaining Weight Loss

Studies have shown that between 80 to 95 percent of dieters regain lost weight, often gaining more than when they started. Beat the odds by maintaining this new body, new life, and new energy!

- Tip #1 Think of **food for fuel** and food in the simplest forms. When you do that, it takes away any feelings of shame or guilt.
- Tip #2 Think of your **body as your vehicle** every day to ensure you have met your step quota (10,000 steps is recommended). In addition to your regular workout, use your legs to commute by walking or cycling, walk or ride to do errands, or take meetings outside while walking.
- Tip #3 **Follow the 80/20 rule**, 80 percent of the time eat whole, clean foods, and 20 percent of the time allow yourself to enjoy wholesome treats.
- Tip #4 In order to maintain your weight loss, you must learn to **eat full, balanced meals** consisting of lean proteins, healthy fats, and plenty of fruits and vegetables, not by restricting calories.
- Tip #5 If you suffer from a lack of **sleep**, your body cannot maintain a regular appetite and eating schedule. If you regularly sleep less than seven hours a night, studies show that you may be as much as 30 percent more likely to be obese than those who sleep nine hours or more.

The City of Cedar Rapids Maintain Don't Gain Challenge runs until January 13, 2017.

