



CITY OF CAMBRIDGE • EXECUTIVE DEPARTMENT

Robert W. Healy, City Manager Richard C. Rossi, Deputy City Manager

September 27, 2001

To The Honorable, The City Council:

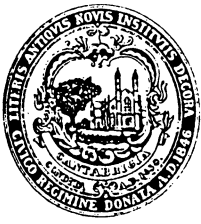
Attached is a memo from Personnel Director Michael Gardner outlining the implementation plan for a pilot extension of evening hours, in certain departments, beginning on Monday, October 15, 2001.

Very truly yours,

Robert W. Healy
City Manager

Att.





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PERSONNEL DEPARTMENT
MICHAEL P. GARDNER
Director

TO: Robert W. Healy
City Manager

FROM: Michael P. Gardner 
Personnel Director

DATE: September 18, 2001

RE: Extended Evening Hours Program

After discussion with the extended hours work group and with your approval we have agreed to the following plan for a pilot extension of evening hours for certain offices in City Hall:

1. On Monday nights office hours in the following departments would be extended to 7:00 PM: Finance, City Clerk, Assessing, and Personnel. The Personnel Office on the third floor would be open. First floor offices for Finance and the Clerk's Office would be open and the second floor office of Assessing. A representative from the Revaluation office would work out of the second floor Assessing office.
2. Line workers would be paid overtime to cover the additional hours. Upper level supervisors would be compensated by flex time within the week or compensatory time. The estimated overtime cost is approximately \$10,000 for 22 weeks (excluding holidays).
3. A minimum of two employees and one supervisor would work in each of the four designated offices, except the Personnel Department where one staff member plus a supervisor would be the initial staffing, subject to review if work load or operating conditions made that preferable. The principal work would be in assisting telephone and walk-in customers and members of the public. When not busy with such work employees would spend the time catching up on other priority work, as designated by the department head or supervisor.
4. The program will begin October 15, 2001 and would remain in place for at least six months, depending on the follow-up evaluation of its usefulness. City Hall would not have extended hours on holidays or evenings before holidays (e.g. Dec 31, 2001).

5. Ini Tomeu will coordinate a publicity campaign to get the word out about the extended hours.
6. Department heads should ensure that supervisors coordinate among themselves and with staff to promote safety and wellbeing of employees by arranging group or supervisor escorts to the garage or MBTA for staff leaving at the close of extended hours.
7. Departments will track and report on the volume and type of business being conducted as part of the evaluation as to whether to continue or extend the program.
8. Any other departments that wished to participate in the program could make proposals for this directly to you.

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Consent Agenda #20

Implementation plan for a pilot extension of evening hours, in certain departments, beginning on October 15, 2001.

In City Council October 1, 2001

PLACED ON FILE.