

City of Cambridge

In City Council..... June 7, 1976.....

OK
The Special Sub-Committee of the City Council on non-union personnel met on Tuesday June 1, 1976, in the City Council Chambers. to which Present were Councillors Ackermann, Clem and Russell, Donald Hawkes of the Budget-Personnel Department and approximately 26 employees of various City Departments. After discussion of various alternatives relative to the posting of vacancies and the make up and selection of the Personnel Committee to represent the employees, the following courses of action were referred to the City Council for their consideration, approval and future implementation by the City Manager or his designated representative.

1. That all vacancies should be posted for a period of ¹⁰ 15 days ~~AND~~ *Candidates may be interviewed during this period*
2. That positions not be filled until ~~five days~~ *after the expiration of the posting period* *→ insert the employees present request a 15 day posting period Reports, 2/24/76 and that positions should not be filled for 5 days after posting period by 6/11/76*
3. That the above recommendations shall not apply in emergency situations.
4. That emergencies can be declared by the department head concerned and the Personnel Committee *AND emergency appointment will under no circumstances be extended beyond 30 days*
5. That the Personnel Committee should consist of two committees, the first Main Committee consisting of six members elected at large with voting power and the second, be an Advisory Committee consisting of one representative elected by each building or group that desired representation with no more than one member from each municipal building who would attend and be heard at all meetings but not empowered to vote on the issues presented.
6. Membership on the Personnel Committee would be limited to employees in the various departments ~~and~~ *and* department heads would not be eligible for membership ~~as well as people categorized as management.~~

City of Cambridge

initially

7. That all members of the Personnel Committee would serve ~~for~~ a term of one year.

8. That fifteen signatures be required for nomination to the Main Personnel Committee ~~and~~ the employee group should designate ~~two~~ *three* members to work with the Personnel Director to conduct the election.

9. That each employee could sign only one nomination paper for the Main Personnel Committee and will be allowed to indicate six choices for election to the Main Personnel Committee.

10. The Personnel Committee shall have the following responsibilities *to* oversee

Oversee
oversee

- A. ~~Reclassification of non-union employees.~~
- B. The Training Programs. ✓
- C. Working Conditions. ✓

For the Committee

Councillor Barbara Ackermann
Chairman

City of Cambridge

In City Council

June 7, 1976

The Special Sub-Committee of the City Council.

ON NON-UNION PERSONNEL MET ON Tuesday June 1, 1976 in
to which the City Council Chamber. Present were Commissioners ~~Agassiz~~
Clem and Rowell, Dennis Hennessey, the Budget- Personnel
Department and approximately 26 employees of various
City Departments. AFTER DISCUSSION OF various alternative

relative to the posting of vacancies and the
marked and selection of the Personnel Committee to
represent the employees, the following courses
of action were necessary to the City Council

from their ^{Reports} ~~consideration~~ ^{various} ~~and~~ ^{FUTURE} ~~implementation~~
by the City Manager or his designated representative

- 1/ That all vacancies should be posted for
a period of 30 days posted
- 2/ That positions ^{NOT} be filled within five
days after the expiration ^{of} the posting period
- 3/ That the above recommendations shall not
apply in emergency situations.
- 4/ That emergencies can be defined by the department
head concerned, ^{and} the Personnel Committee

5/ That the Personnel Committee, should
consist of two committees, the first, ^{MAIN COMMITTEE,} consisting
of six members ^{electd at large} with voting power and
the second, be an Advisory Committee
consisting of one representative elected by
each building or group that desires
representation with no more than one
member from each Municipal Building
who would attend and be heard at
all meetings but not empowered to
vote on the issues presented

Committee on

REPORT

6/ Membership on the Personnel Committee
would be limited to employees in the
various departments and department heads
would not be eligible for membership as
well as people categorized as management

7/ That all members of the Personnel Committee
would serve for a term of one year

8/ That fifteen signatures be required for
nominations to the Main Personnel Committee
and the employees ^{group} should designate two members
to work with the Personnel Director to conduct
the election.

9/ That even employees could sign only one
nomination paper for the Main Personnel Committee

AND WILL BE ALLOWED TO INDUCE
SIX CHOICES FOR ELECTION TO THE
PERSONNEL COMMITTEE

10/ The Personnel Committee shall have
the following responsibilities:

- A) RECLASSIFICATION OF NON-UNION
EMPLOYEES
- B) THE TRAINING PROGRAMS
- C) WORKING CONDITIONS

Committee on

REPORT

For the Committee
COUNTESS BROWN RICHMOND
Chairman

City of Cambridge



In City Council.....

The

Committee

to which

Reports,

City of Cambridge

COUNCIL FINANCE SUBCOMMITTEE ON NON-UNION PERSONNEL

After discussing with other members of the subcommittee what ought to be reported out to the full council for their vote, the chair has decided to call one more meeting, in the hopes of reaching unanimous agreement of the council subcommittee. The meeting will take place in City Hall at 5:30 Tuesday and will discuss the following proposal, which is what was agreed on last meeting with additional suggestions in parentheses.

I POSTING JOBS

1. That all vacancies should be posted for a period of 15 days and candidates may be interviewed during this period. (Proposed Amendment: 10 days)
2. That positions not be filled for 5 days after the posting period. (Proposed Amendment: that they not be filled until the expiration of the posting period.)
3. That the above recommendations shall not apply in emergency situations.
4. That emergencies can be declared by the department head concerned, the Personnel Committee and the City Manager; emergency appointments will under no circumstance be extended beyond 30 days.

II PERSONNEL COMMITTEE

5. That the Personnel Committee should consist of two committees.
 - A. The Main Personnel Committee consisting of six members elected at large with voting power with no more than one member from each municipal building. (Proposed Amendment would add two additional members representing respectively black employees and Spanish speaking employees, three additional members of the Main Committee would be appointed by the City Manager from the Personnel Department.)
 - B. That the Advisory Committee should consist of one representative elected by each building or group that desired representation, who would attend and be heard at all meetings but not empowered to vote on the issues presented.
6. Membership on the Personnel Committee would be limited to non-union employees in the various departments; department heads would not be eligible for membership.
7. That initially all members of the Personnel Committee would serve for a term of one year.

City of Cambridge

8. That fifteen signatures would be required for nomination to the Main Personnel Committee.
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10. The Personnel Committee shall have the responsibilities to oversee:
 - A. Reclassification of jobs.
 - B. The Training Programs.
 - C. Working Conditions.

Councillor Barbara Ackermann
Chairman for the Council Finance
Subcommittee on Non-union Personnel

City of Cambridge

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City of Cambridge

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Councillor Barbara Ackermann
 Chairman for the Council Finance
 Subcommittee on Non-union Personnel

~~10 members, 6 elected at large. 2 elected at large~~

~~7 elected at large, 1 of which must be from~~

~~and in South-west, and 5 elected at large~~

with no more than one member from each ward
 bodies; ~~and~~ 2 additional also at large, representing
 black & brown members; and 3 city

City of Cambridge

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2. That positions not be filled for 5 days after the posting period. (Proposed Amendment: that they not be filled until the expiration of the posting period.) *all qualified candidates* *qualified* *individual*
3. That the above recommendations shall not apply in emergency situations. ✓
4. That emergencies can be declared by the department head concerned, the Personnel Committee and the City Manager; emergency appointments will under no circumstance be extended beyond 30 days. ✓

II PERSONNEL COMMITTEE

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7. That initially all members of the Personnel Committee would serve for a term of one year.

7 members

City of Cambridge

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per

- A. Reclassification of jobs.
- B. The Training Programs.
- C. Working Conditions.

Personnel Procedure

Councillor Barbara Ackermann
Chairman for the Council Finance
Subcommittee on Non-union Personnel

A long, thin, handwritten line that starts with a small hook at the top and extends downwards, resembling a signature or a checkmark.

City of Cambridge

OK

8. That fifteen signatures would be required for nomination to the Main Personnel Committee.

OK

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10. The Personnel Committee shall have the responsibilities to oversee:

OK

- A. Reclassification of jobs.
- B. The Training Programs.
- C. Working Conditions.

D. General Personnel Procedures,

OK

Councillor Barbara Ackermann
Chairman for the Council Finance
Subcommittee on Non-union Personnel

A COMMITTEE CONSISTING OF *Personnel*
AND

City of Cambridge

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12

- ✓ 1. That all vacancies should be posted for a period of ~~15~~ days and candidates may be interviewed during this period. (Proposed Amendment: ~~10 days~~) *Twelve working days*
- ✓ 2. That ~~positions not be filled for 5 days after the posting period.~~ (Proposed Amendment: ~~that they not be filled until the expiration of the posting period.~~) *All qualified applicants will be interviewed*
- ✓ 3. That the above recommendations shall not apply in emergency situations. *FILE*
- ✓ 4. That emergencies can be declared by the department head concerned, the Personnel Committee and the City Manager; emergency appointments will under no circumstance be extended beyond 30 days. *243*

II PERSONNEL COMMITTEE

- 5. That the Personnel Committee should consist of two committees.
 - A. The Main Personnel Committee consisting of ~~5~~ members; *6* elected at large with no more than one member from each municipal building. (Proposed Amendment would add two additional members representing respectively black employees and Spanish speaking employees, three additional members of the Main Committee would be appointed by the City Manager from the Personnel Department.) *10*
 - B. That the Advisory Committee should consist of one representative elected by each building or group that desired representation, who would attend and be heard at all meetings but not empowered to vote on the issues presented. *let 07*

6. Membership on the Personnel Committee would be limited to non-union employees in the various departments; department heads would not be eligible for membership.

7. ~~That initially all~~ members of the Personnel Committee would serve for a term of one year. *shall*
staggered terms of two years, initially the 3 highest voted get the 2 years, the others...

City of Cambridge

In City Council June 7, 1976

The Special Sub-Committee of the City Council on non-union personnel met on Tuesday, June 1, 1976, in the City Council Chambers. to which Present were Councillors Ackermann, Clem and Russell, Donald Hawkes of the Budget-Personnel Department and approximately 26 employees of various City Departments. After discussion of various alternatives relative to the posting of vacancies and the make up and selection of the Personnel Committee to represent the employees, the following courses of action were referred to the City Council for their consideration, approval and future implementation by the City Manager or his designated representative.

Reports,

REPORT

Committee on

The Committee on the Administration of the Government has the honor to report to the Senate the results of its investigation into the activities of the Central Intelligence Agency during the period from 1949 to 1954. The Committee's report is based on a comprehensive review of the Agency's operations, including its personnel, budget, and activities. The Committee has found that the Agency's activities have been conducted in a manner that is consistent with the principles of the Constitution and the laws of the United States. The Committee has also found that the Agency's activities have been conducted in a manner that is consistent with the principles of the Constitution and the laws of the United States.

June 3, 1976

To All Fellow Employees:

I think the time has come to do some serious reflection of the various items which were of such great concern, a few short days ago at the time of the Budget Hearings.

At that time, everyone was up in arms and attended the various meetings and were very vocal.

Please do not be under the impression that the "Reclassifications" have been deleted from the Budget - they have not. The money has been put in a separate account and can at any time be transferred to salaries.

The intent of forming a Personnel Committee was to be able to sit down with the Budget Personnel Department in order to arrive at guidelines as to what constitutes - Reclassification - promotion - department promotions - open promotions - emergency appointments and other pertinent personnel matters.

Fewer people are attending each meeting and it would seem that the time has come to have a meeting among ourselves to determine if we are going to continue or just sit back and let Management continue to operate in its own fashion.

Therefore, I am suggesting that we have a meeting on Monday, (6/7/76) in the City Council Chamber between 12:30 and 1:30. If you are not interested, I would suggest dropping the entire matter.

Do not be misled by the fact that Local 195 has voted to accept us. There is still a long hard battle before it can become a fact.

Those who attended the Union Meeting with Mr. Cassidy a couple of weeks ago and also attended last Tuesdays meeting, I am sure could see that there is a difference of opinion between Mr. Cassidy and Mr. Hawkes as to the percentage of voting for the Union and how the groups will be broken down.

Again, this is where the Personnel Committee would be involved.

It will take many months before you will actually be in the Union. It could be as long as another Budget before the issues are resolved.

So, if you are sitting back on the basis of becoming Unionized, you may have a long wait.

Phyllis McLaughlin

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City of Cambridge

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2 Candidates may be interviewed during this period.
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Reports,

3. That the above recommendations shall not apply in emergency situations.
4. That emergencies can be declared by the department head concerned and the Personnel Committee *and the City Manager, Personnel Committee*
5. That the Personnel Committee should consist of two committees; the ~~first~~ Main Committee consisting of six members elected at large with voting power, and the ~~second~~, be an Advisory Committee consisting of one representative elected by each building or group that desired representation ~~with no more than one member from each municipal building who~~ would attend and be heard at all meetings but not empowered to vote on the issues presented.
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REPORT

Committee on

City of Cambridge

- In Monthly, etc*
7. That ~~all~~ members of the Personnel Committee would serve for a term of one year.
 8. That fifteen signatures ^{would} be required for nomination to the Main Personnel Committee, ~~and~~ the employee group should designate ~~three~~ members to work with the Personnel Director to conduct the election.
 9. That each employee could sign only one nomination paper for the Main Personnel Committee and will be allowed to indicate six choices for election to the Main Personnel Committee.
 10. The Personnel Committee shall have the ~~following~~ responsibilities
 - A. Reclassification of non-union employees. JOBS
 - B. The Training Programs.
 - C. Working Conditions.

For the Committee

Councillor Barbara Ackermann
Chairman

June 14/76

These are amended

copies for distribution

City of Cambridge

In City Council June 14, 1976

The Council Finance Sub-Committee on Non-Union Personnel

to which met on three successive Tuesday's the last being June 8, 1976 with Councillors Ackermann, Graham and Russell present together with thirty six employees of various municipal departments, after discussion reports the following recommendations to the City Council for their consideration and approval.

I POSTING JOBS *Reports.*

1. That all vacancies be posted for a period of 12 working days and candidates may be interviewed during this period.
2. That all qualified applicants will be interviewed.
3. That the above recommendations shall not apply in emergency situations.
4. That emergencies can be declared by the department head concerned, the Personnel Committee and the City Manager; emergency appointments will under no circumstances be extended beyond 30 days.

City of Cambridge

II PERSONNEL COMMITTEE

5. That the Personnel Committee should consist of two committees:
 - A. That the Main Personnel Committee consist of 10 members: 5 of whom shall be elected at large with the proviso that no more than 1 shall be elected from each of the buildings: 2 of whom will be elected at large representing the black and foreign speaking minorities; and 3 appointed by the City Manager from the Personnel Department.
 - B. That the Advisory Committee should consist of 1 representative elected from every building or group desiring representation, with the proviso that each building or group of more than 50 employees may have 1 additional representative for each 50 employees eligible to vote or part thereof.
6. Membership on the Personnel Committee would be limited to non-union employees on the various departments: department heads would not be eligible for membership.
7. That initially all members of the Main Personnel Committee would serve as follows; the three receiving the highest number of votes would serve two years and others one year.
8. That fifteen signatures would be required for nomination to the Main Personnel Committee.
9. That each employee could sign only one nomination paper for the Main Personnel Committee but will be allowed to indicate six choices for election to the Main Personnel Committee.
10. That Personnel Committee shall have the responsibilities to oversee:
 - A. Reclassification of jobs.
 - B. The Training Programs.
 - C. Working Conditions.
 - D. General Personnel Procedures.
11. A committee consisting of Donald Hawkes, Personnel Director and Diane Reilly, Retirement Board and Dolores Bulkowski, Recreation Department and Barbara Duffy, Purchasing Department will supervise the election procedures.

Respectfully submitted by
Councillor Barbara Ackermann
Chairman for the Council Finance
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A. C. 126

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City of Cambridge

II PERSONNEL COMMITTEE

5. That the Personnel Committee should consist of two committees:
 - A. That the Main Personnel Committee consist of 10 members: 5 of whom shall be elected at large with the proviso that no more than 1 shall be elected from each of the buildings: 2 of whom will be elected at large representing the black and foreign speaking minorities; and 3 appointed by the City Manager from the Personnel Department.
 - B. That the Advisory Committee should consist of 1 representative elected from every building or group desiring representation, with the proviso that each building or group of more than 50 employees may have 1 additional representative for each 50 employees eligible to vote or part thereof.
6. Membership on the Personnel Committee should be limited to non-union employees on the various departments: department heads would not be eligible for membership.
7. That initially all members of the Main Personnel Committee would serve as follows; the three receiving the highest number of votes would serve two years and others one year.
8. That fifteen signatures would be required for nomination to the Main Personnel Committee.
9. That each employee could sign only one nomination paper for the Main Personnel Committee but will be allowed to indicate six choices for election to the Main Personnel Committee.
10. That Personnel Committee shall have the responsibilities to oversee:
 - A. Reclassification of jobs.
 - B. The Training Programs.
 - C. Working Conditions.
 - D. General Personnel Procedures.
11. A committee consisting of Donald Hawkes, Personnel Director and Diane Reilly, Retirement Board and Dolores Bulkowski, Recreation Department and Barbara Duffy, Purchasing Department will supervise the election procedures.

Respectfully submitted by
Councillor Barbara Ackermann
Chairman for the Council Finance
Subcommittee on Non-union Personnel



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To All Department Heads
All City Employees

Date June 1, 1976

From City Council Committee on Non-Union Personnel Reference

Subject Meeting of June 1, 1976 at 5:15 P.M. - City Council Chambers

The following alternatives were suggested at the meeting held on May 25, 1976:

I Posting of Vacancies

All vacancies should be posted

- a) for ten (10) working days before being filled?
- b) for fifteen (15) working days before being filled?

Candidates may be interviewed

- a) at any time during or after the posting period?
- b) only after the posting period?

Positions may be filled

- a) immediately after the posting period?
- b) not until five days after the posting period?

The above does (does not) apply to vacancies that must be filled from an existing list.

The above should not apply in emergencies. (Yes? No?)

Emergencies can be declared by

- a) the relevant department head?
- b) the director of the budget?
- c) the City Manager?
- d) the Personnel Committee?
- e) combination of the above?

II Makeup and Selection of the Personnel Committee

Two different approaches to selecting the personnel committee were proposed at the meeting, and a third has since been suggested.

First approach

Candidates would run in individual buildings, or groups of small buildings and would represent about 110 non-union employees each.

(Example: three (3) from the hospital, one (1) from City Hall Annex, one (1) from City Hall, one (1) from Library, Police and Election, one (1) from Fire, Infirmary, PWD, Rent Control, YRB, Water Board and Criminal Justice; total of eight (8). A possible addition would be one from CETA, Manpower and COMA.)

Candidates would be nominated by (5, 10, 15, 20) signatures of fellow employees?

The election would be supervised by

- a) the Election Commission?
- b) an adhoc committee of employees and the Personnel Department?

Second approach

The committee would consist of all those who showed their interest by attending meetings regularly. For efforts requiring the attention of a smaller group, the large committee would choose subcommittees or working committees.

Third approach

Two committees, one committee with voting power and one advisory committee.

The main committee would consist of six members elected at large. The advisory committee would consist of one member elected by each building or group that desired representation. Advisory committee members could attend all meetings and speak at them, but would not have the right to vote.

III Responsibilities of Personnel Committee

The Personnel Committee should oversee

- a) reclassification of non-union employees?
- b) the training program?
- c) working conditions?
- d) other?

The Personnel Committee does (does not) need outside professional help in overseeing the reclassification?

IV Term of Office

The Committee members will serve for the following terms:

- a) one year?
- b) two years?
- c) three years?
- d) four years?



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To All Department Heads
All City Employees

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The above should not apply in emergencies. (Yes? No?)

Emergencies can be declared by

- a) the relevant department head?
- b) the director of the budget?
- c) the City Manager?
- d) the Personnel Committee?
- e) combination of the above?

II Makeup and Selection of the Personnel Committee

Two different approaches to selecting the personnel committee were proposed at the meeting, and a third has since been suggested.

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Candidates would run in individual buildings, or groups of small buildings and would represent about 110 non-union employees each.

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Candidates would be nominated by (5, 10, 15, 20) signatures of fellow employees?

The election would be supervised by

- a) the Election Commission?
- b) an adhoc committee of employees and the Personnel Department?

Second approach

The committee would consist of all those who showed their interest by attending meetings regularly. For efforts requiring the attention of a smaller group, the large committee would choose subcommittees or working committees.

Third approach

Two committees, one committee with voting power and one advisory committee.

The main committee would consist of six members elected at large. The advisory committee would consist of one member elected by each building or group that desired representation. Advisory committee members could attend all meetings and speak at them, but would not have the right to vote.

III Responsibilities of Personnel Committee

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- a) reclassification of non-union employees?
- b) the training program?
- c) working conditions?
- d) other?

The Personnel Committee does (does not) need outside professional help in overseeing the reclassification?

IV Term of Office

The Committee members will serve for the following terms:

- a) one year?
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CITY OF CAMBRIDGE
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The following alternatives were suggested at the meeting held on May 25, 1976:

I Posting of Vacancies

All vacancies should be posted

- a) ~~for ten (10) working days before being filled?~~
- b) for fifteen (15) working days before being filled? *23 IN FAVOR*

Candidates may be interviewed

- a) at any time during or after the posting period? *MAJORITY IN FAVOR*
- b) only after the posting period?

Positions may be filled

- a) ~~immediately after the posting period?~~
- b) not until five days after the posting period? *MAJORITY IN FAVOR*

The above does (does not) apply to vacancies that must be filled from an existing list.

The above should not apply in emergencies. (Yes?) *Yes*

Emergencies can be declared by

- a) the relevant department head? *Yes*
- b) the director of the budget? *NO*
- c) the City Manager? *NO*
- d) the Personnel Committee? *Yes*
- e) ~~combination of the above?~~ *NO*

II Makeup and Selection of the Personnel Committee

Two different approaches to selecting the personnel committee were proposed at the meeting, and a third has since been suggested.

First approach *Not Adopted*

Candidates would run in individual buildings, or groups of small buildings and would represent about 110 non-union employees each.

(Example: three (3) from the hospital, one (1) from City Hall Annex, one (1) from City Hall, one (1) from Library, Police and Election, one (1) from Fire, Infirmary, PWD, Rent Control, YRB, Water Board and Criminal Justice; total of eight (8). A possible addition would be one from CETA, Manpower and COMA.)

Candidates would be nominated by (5, 10, 15, 20) signatures of fellow employees?

The election would be supervised by

- a) the Election Commission?
- b) an adhoc committee of employees and the Personnel Department?

Second approach *Not Adopted*

The committee would consist of all those who showed their interest by attending meetings regularly. For efforts requiring the attention of a smaller group, the large committee would choose subcommittees or working committees.

Third approach *Adopted*

Two committees, one committee with voting power and one advisory committee.

The main committee would consist of six members elected at large. The advisory committee would consist of one member elected by each building or group that desired representation. Advisory committee members could attend all meetings and speak at them, but would not have the right to vote. *No more than one from a building -*

III Responsibilities of Personnel Committee

The Personnel Committee should oversee

- a) reclassification of non-union employees? *Yes*
- b) the training program? *Yes*
- c) working conditions? *Yes*
- d) ~~other?~~

~~The Personnel Committee does (does not) need outside professional help in overseeing the reclassification?~~

IV Term of Office

The Committee members will serve for the following terms:

- a) one year? *Yes to initiate program*
- b) two years?
- c) three years?
- d) four years?



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The following alternatives were suggested at the meeting held on May 25, 1976:

I Posting of Vacancies

All vacancies should be posted

- 176 a) for ten (10) working days before being filled?
b) for fifteen (15) working days before being filled? *23 Feb 15 day period*
PN would like 30 working days

Candidates may be interviewed

- a) at any time during or after the posting period? *MAY 21 1976*
b) only after the posting period?

Positions may be filled

- a) immediately after the posting period? *in favor 11-19*
b) not until five days after the posting period? *5 Feb 1976*

~~The above does (does not) apply to vacancies that must be filled from an existing list.~~

The above should not apply in emergencies. (Yes? ~~No~~)

Emergencies can be declared by

- a) the relevant department head? *yes*
b) the director of the budget? *no*
c) the City Manager? *no - although you character requires 1/17/76*
d) the Personnel Committee? *yes*
e) combination of the above? *see Proposal by Chair*

II Makeup and Selection of the Personnel Committee

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no more than one from a building

III Responsibilities of Personnel Committee

The Personnel Committee should oversee

- a) reclassification of non-union employees? *OK*
- b) the training program? *OK*
- c) working conditions? *OK*
- d) ~~other?~~

The Personnel Committee does (does not) need outside professional help in overseeing the reclassification?

IV Term of Office

The Committee members will serve for the following terms:

- a) one year? *OK to start*
- b) ~~two years?~~
- c) ~~three years?~~
- d) ~~four years?~~

204

Expense

- 1/ Message to all Dept / Heads with request that they circulate copies of meeting schedule and agenda for each meeting
MK Joe Linnerton
- 2/ Suggestion that notes of all future meetings of the Committee be included with weekly paychecks - Need address written and list of female employees -
- 3/ Post at Unway and New Unway and by Unway Unway
Delivered in hand -
- 4/ All States Cambridge Hospital Health Department
Unable to attend this meeting
- 5/ Post at City Hall MK Joe Linnerton

Complete
Set

OF OPINIONS
QUESTIONS
ANSWERS
ORDER RELATED



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 876-6800

EXECUTIVE DEPARTMENT
JAMES L. SULLIVAN
City Manager

May 11, 1976

Councilor Barbara Ackermann
Chairman
Sub-Committee on Personnel of the
Finance Committee
City Hall
Cambridge, Massachusetts

Dear Councilor Ackermann:

In reply to your request for a study and recommendation in connection with the recommendations submitted by the Women Employee's Group, I submit the following:

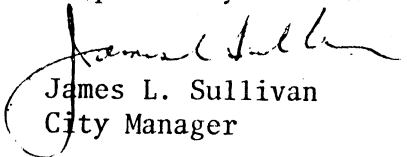
1. Item 1 - violation of Federal Department of Labor regulation in that CETA employees must be treated the same as other municipal employees.
2. Reclassification of employees essentially is an analysis of the duties and responsibilities of employees and assigning to them the proper pay level. Civil Service and Union Contracts would preclude the restricting of reclassification to employees under 5 years of service.
3. The limit of \$2,000 on salary increases is a policy decision that is within the jurisdiction of the City Council.
4. This would be a violation of Civil Service regulations and Union Contracts which do not permit people to work out of Classification.
5. If such a committee is to provide an overview of reclassifications done by a consultant it would appear that it would lend substance to the effort.
6. This procedure is consistent with the Personnel Policy to be promulgated.

To: Councilor Ackermann

May 11, 1976

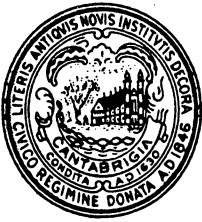
7. Such a Policy would severely hamper the ability of the City to deliver services to significant segments of the population.
8. A reclassification of all City employees would be inappropriate. Arrangements will be made to study the classification of individuals who request same and those individuals recommended by the Department Head as needing review. An employees' committee as referred to in Item 5 would be consistent with this approach.
9. Not possible under State Civil Service regulations.
10. Only in accordance with study to be conducted.

Respectfully submitted


James L. Sullivan
City Manager

JLS/B

cc: City Clerk



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 876-6800

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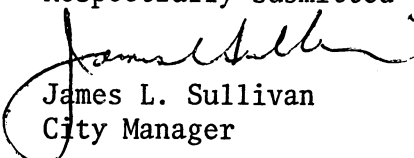
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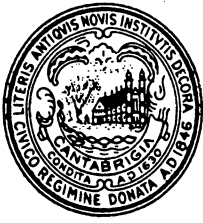
Respectfully submitted



James L. Sullivan
City Manager

JLS/B

cc: City Clerk



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
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EXECUTIVE DEPARTMENT
JAMES L. SULLIVAN
City Manager

May 11, 1976

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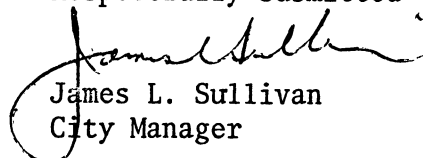
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May 11, 1976

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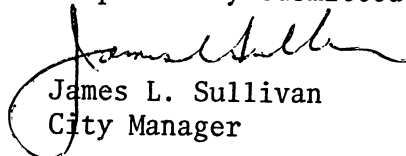
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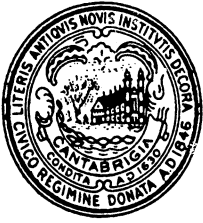
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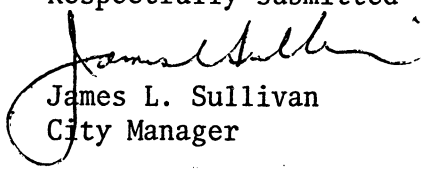
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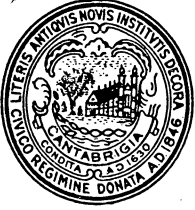
Respectfully submitted



James L. Sullivan
City Manager

JLS/B

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CITY OF CAMBRIDGE

CITY HALL, CAMBRIDGE, MASSACHUSETTS 02139 • TEL. 876-6800

LAW DEPARTMENT

EDWARD D. MCCARTHY
CITY SOLICITOR

ROWENA E. TAYLOR
ASSISTANT CITY SOLICITOR

CHARLES WATSON
LEGISLATIVE AGENT

RUSSELL B. HIGLEY
ASSISTANT CITY SOLICITOR

May 11, 1976

Councillor Barbara Ackermann
Chairman
Sub-Committee on Personnel of the
Finance Committee
City Hall
Cambridge, Massachusetts

Re: Opinion of the City Solicitor
regarding the ten recommendations
to the subcommittee on Finance

Dear Councillor Ackermann:

1. The Department of Labor, Rules and Regulations, (Federal Register, Vol. 40, No. 101) provides that all CETA employees may be promoted or reclassified provided the job in each category "shall in no way infringe upon the promotional opportunities which would otherwise be available to persons currently employed in public service jobs not subsidized under Title II," (or Title VI), (see section 96.23 (b) (11)). Moreover, "participant's" salary must be commensurate with that of similarly positioned non-CETA employees. In essence, these rules permit promotion of CETA employees provided such promotion does not deprive a qualified non-CETA employee from such promotion.

2. Insofar as Civil Service personnel are concerned, this five year restriction is not authorized by General Laws, Chapter 31, Sections 15, and 15B. Such a restriction cannot legally be enacted by the City Council, as this would violate the intent of the Civil Service Act. As stated in item #1, CETA employees must be treated similarly to other municipal employees insofar as promotion and salary adjustment are concerned. Therefore, such a restriction on CETA personnel would be illegal. "Underprivileged" or "hardship" cases would, fall within the

May 11, 1976

ambit of CETA rules as set forth in D. O. L., Sections 96.28, 96.29, 96.30 and Title VI, Section 99.1.

3. General Laws, Chapter 41, Section 108A authorizes the City, acting through the City Council, to establish compensation plans and the classification of positions. Therefore this matter should properly be left with the Council.

4. This item refers to "employee" without defining which employees are involved. There are many non-civil service personnel within the employ of the City who are under no "classification," but rather are employed under a flat rate compensation plan. If this item refers solely to CETA and Civil Service personnel, it is clear that CETA personnel must be promoted and re-classified in a manner consistent with Civil Service law. In terms of durational requirements, the Civil Service law distinguishes between the Labor Service and the Official Service.

The Labor Service requires a one year period of employment in the next lower grade before eligibility for promotion (G. L., C. 31, Sec. 15B).

The Official Service requires a three year period of employment in the next lower grade before eligibility for promotion (G. L., C. 31, Sec. 15).

5. It is my opinion that the responses promulgated by the City Manager relative to items five through ten are correct in law and fact.

Very truly yours,

Russell B. Higley
Acting City Solicitor

RBH:cas



CITY OF CAMBRIDGE

CITY HALL, CAMBRIDGE, MASSACHUSETTS 02139 • TEL. 876-6800

LAW DEPARTMENT

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May 11, 1976

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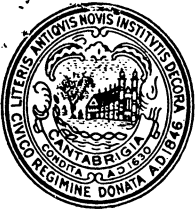
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5. It is my opinion that the responses promulgated by the City Manager relative to items five through ten are correct in law and fact.

Very truly yours,

Russell B. Higley
Acting City Solicitor

RBH:cas



CITY OF CAMBRIDGE

CITY HALL, CAMBRIDGE, MASSACHUSETTS 02139 • TEL. 876-6800

LAW DEPARTMENT

EDWARD D. MCCARTHY
CITY SOLICITOR

ROWENA E. TAYLOR
ASSISTANT CITY SOLICITOR

CHARLES WATSON
LEGISLATIVE AGENT

RUSSELL B. HIGLEY
ASSISTANT CITY SOLICITOR

May 11, 1976

Councillor Barbara Ackermann
Chairman
Sub-Committee on Personnel of the
Finance Committee
City Hall
Cambridge, Massachusetts

Re: Opinion of the City Solicitor
regarding the ten recommendations
to the subcommittee on Finance

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*Send whole
to City Council*
*Check
with me*

May 11, 1976

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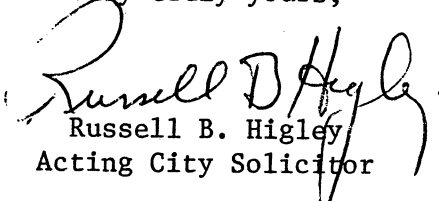
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Recommendations to the Sub-Committee on Finance

1. No Ceta Employee be reclassified, promoted, or receive salary adjustments.
2. No Employee--Ceta, Civil-Service, Underprivileged, Hardship, or any other classification of employee be reclassified who has had less than 5 years of service in the employment of the City.
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4. No employee may be reclassified or promoted until he has reached the maximum of his present classification.
5. That a Personnel Committee be established consisting of city employees and representatives of the Budget-Personnel with a ratio of 2 employees to every one Budget-Personnel representative.
6. That every month the Budget-Personnel shall notify each department of all vacancies, proposed new positions, proposed new departments, and that such notification shall list the duties, the classification, the salary, and whether it is civil service or non-civil service.
7. That no vacancy or new position shall be filled until at least 45 days from the date of notification if non-civil service or if civil service, until a list has been established.
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9. That people are being hired when there are still active civil service eligible lists.
10. Are there any proposed reclassification not in the budget but which are to be presented at a later date?



City of Cambridge

11.
IN CITY COUNCIL
May 10, 1976

Councillor Ackermann

ORDERED:

That the Manager conduct a general reclassification of all non-union jobs.

That this reclassification be done with the advice of a representative committee of employees and the Womens Employee Association.

That subsequently an outside survey be done to determine what employees are working above or below their job description.

That the Manager submit to next year's budget hearings a plan to correct inequities, without adding excessively to the overall salary budget.

That the Manager propose to this year's budget hearings a proposal for a training program so that all employees at all levels have fair access to opportunities for training and advancement.

That all of the above be conducted in accordance with the Federally imposed affirmative action goals adopted by the various departments of the City, being also mindful of the minority populations not covered under this law, specifically the Portuguese.

That the reformed personnel policy and rules be immediately promulgated.

City Council May 10, 1976

Adopted by the affirmative vote
of 8 members

Paul E. Leahy
City Clerk

Copies of Memorandum

to be Retained

in

File

Recommendations to the Sub-Committee on Finance

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CITY OF CAMBRIDGE

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LAW DEPARTMENT

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RUSSELL B. HIGLEY
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May 11, 1976

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Chairman
Sub-Committee on Personnel of the
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City Hall
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regarding the ten recommendations
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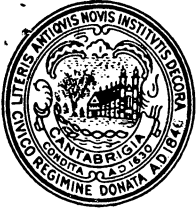
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Acting City Solicitor

RBH:cas



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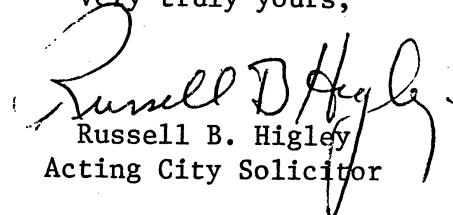
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CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 876-6800

EXECUTIVE DEPARTMENT
JAMES L. SULLIVAN
City Manager

May 11, 1976

Councilor Barbara Ackermann
Chairman
Sub-Committee on Personnel of the
Finance Committee
City Hall
Cambridge, Massachusetts

Dear Councilor Ackermann:

In reply to your request for a study and recommendation in connection with the recommendations submitted by the Women Employee's Group, I submit the following:

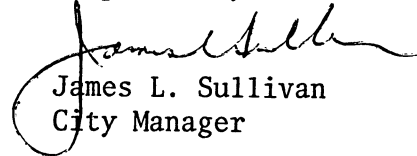
1. Item 1 - violation of Federal Department of Labor regulation in that CETA employees must be treated the same as other municipal employees.
2. Reclassification of employees essentially is an analysis of the duties and responsibilities of employees and assigning to them the proper pay level. Civil Service and Union Contracts would preclude the restricting of reclassification to employees under 5 years of service.
3. The limit of \$2,000 on salary increases is a policy decision that is within the jurisdiction of the City Council.
4. This would be a violation of Civil Service regulations and Union Contracts which do not permit people to work out of Classification.
5. If such a committee is to provide an overview of reclassifications done by a consultant it would appear that it would lend substance to the effort.
6. This procedure is consistent with the Personnel Policy to be promulgated.

To: Councilor Ackermann

May 11, 1976

7. Such a Policy would severely hamper the ability of the City to deliver services to significant segments of the population.
8. A reclassification of all City employees would be inappropriate. Arrangements will be made to study the classification of individuals who request same and those individuals recommended by the Department Head as needing review. An employees' committee as referred to in Item 5 would be consistent with this approach.
9. Not possible under State Civil Service regulations.
10. Only in accordance with study to be conducted.

Respectfully submitted



James L. Sullivan
City Manager

JLS/B

cc: City Clerk

May 11, 1976

Councilor Barbara Ackermann
Chairman
Sub-Committee on Personnel of the
Finance Committee
City Hall
Cambridge, Massachusetts

Dear Councilor Ackermann:

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Respectfully submitted

James L. Sullivan
City Manager

JLS7B

cc: City Clerk

May 7, 1976

James L. Sullivan, City Manager
City Hall
Cambridge, MA

Dear Sir:

Enclosed is a copy of recommendations submitted by the Women Employee's Group representing twenty departments of the City of Cambridge, at a meeting held Thursday, May 6th at City Hall.

Councillor Barbara Ackermann has requested the City Clerk to forward this list for study and recommendation with the further request that you comment on same, in writing, prior to Tuesday, May 11, 1976 at 4 P. M., the date for the second meeting of the Council.

You will note that the first four items on this enclosure relate to the budget presently being considered by the City Council.

Very truly yours,

Paul E. Healy,
City Clerk

PEH/cs
Enc.

cc: Russell Higley, City Solicitor
Mr. Allen Toothaker
Mr. Joseph Fisher, City Hall Annex

Recommendations to the Sub-Committee on Finance

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2. No Employee--Ceta, Civil-Service, Underprivileged, Hardship, or any other classification of employee be reclassified who has had less than 5 years of service in the employment of the City.
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7. That no vacancy or new position shall be filled until at least 45 days from the date of notification if non-civil service or if civil service, until a list has been established.
8. That there be a reclassification of all city employees by a professional organization and that such reclassification shall have representatives of the city employees.
9. That people are being hired when there are still active civil service eligible lists.
10. Are there any proposed reclassification not in the budget but which are to be presented at a later date?

The Special ^{sub} Committee ~~attended~~ held two meetings, etc.... attended by etc.... (Councillors, employees representing? ..Manager)

As a result of these two meetings the ~~Comm~~ Subcommittee agreed to propose the following motions to the Finance committee and recommends their adoption.

I That a Personnel Committee be established consisting of city employees and representatives of Budget-Personnel, with a ratio of two employees to every one representative of Budget-Personnel.

II That every month the Budget-Personnel shall notify each department of all vacancies, proposed new positions, proposed departments, and that such notification shall list the duties, the qualifications, the classification, the salary, and whether the position is civil service or non-civil service.

III That there be an employees' ~~Bulletin Board~~ ^{Board} in each city building which shall list such vacancies as well as training opportunities.

IV That except in cases of exceptional emergency no vacancy or new position shall be filled until at least 45 days from the date of notification. ~~if non-civil service or if civil service~~, until a list has been established. (note) ^{or promotions}

V That the reclassification of city employees voted by the City Council on May 10, 1976 be supervised by the Personnel Committee and done with outside professional assistance.

VI That the training program voted by the City Council be supervised by the Personnel Committee.

VII That there be no reclassifications ^{or promotions} adopted in the 1976-77 budget (Councillor Russell in opposition).

VIII That any reclassification, promotion, salary adjustment or permanent appointment of a CETA employee be in accordance with the above and with the City Solicitor's opinion.

Note ~~Alternate to IV~~ IV proposed by chairman: That except in cases of exceptional emergency no vacancy or new position shall be permanently or provisionally filled until at least 45 days from the date of notification.

Note

Note;

that the personnel procedures requested are in conformity with the procedures outlined in the enclosed document circulated by the budget and personnel department some time before Jan 7, 1975.

The matter of selecting employee representation on the Personnel committee was not properly discussed or resolved and will, with the permission of the Finance committee, be the subject of a further meeting of the Subcommittee.

~~the~~ the city solicitor ruled that the Council does not have the power to limit reclassifications to those with five years service.

It does have the power to limit the amount of any raises.

~~The question~~

enclosures:

request of representative group of women employees

manager's response

solicitor's response

copy of Council order passed Monday, May 10, 1976

copy of employment procedures promulgated by budget and personnel department to be effective January 7, 1975



City of Cambridge

11.
IN CITY COUNCIL
May 10, 1976

Councillor Ackermann

ORDERED:

That the Manager conduct a general reclassification of all non-union jobs.

That this reclassification be done with the advice of a representative committee of employees and the Womens Employee Association.

That subsequently an outside survey be done to determine what employees are working above or below their job description.

That the Manager submit to next year's budget hearings a plan to correct inequities, without adding excessively to the overall salary budget.

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That all of the above be conducted in accordance with the Federally imposed affirmative action goals adopted by the various departments of the City, being also mindful of the minority populations not covered under this law, specifically the Portuguese.

That the reformed personnel policy and rules be immediately promulgated.



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To Councillor Sandra Graham
Councillor Leonard Russell
All Department Heads and Employees
Date May 20, 1976

From Councillor Barbara Ackermann
Reference

Subject Sub-Committee on Personnel

Please be advised that the next meeting of the Sub-Committee on Personnel of the Finance Committee of the City Council will be on Tuesday, May 25, 1976 at 5:15 P. M. in the City Council Chambers.

The meeting will be open, but the chairman hopes that interested groups will choose a representative so that there will be a working group suitable for round-table discussion.

The Agenda for this meeting is as follows:

1. Discussion of suitable language to insure that employees have an adequate length of time to apply for jobs once they are posted.
2. Discussion of desirable makeup of Personnel Committee voted by the City Council May 17th.
 - a. Size
 - b. Balance of representation
 - c. How chosen
3. Responsibilities of Personnel Committee
 - a. Overseeing the reclassification
 - b. Overseeing the training Program
 - c. Other
4. Other business

NOTE: All these matters will be discussed in subcommittee in an attempt to find satisfactory solutions to propose to the full Council.



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NON-UNION EMPLOYEES

5-21-76

| | |
|-------------------|-----------|
| Hospital | 361 |
| City Hall Annex | 129 |
| City Hall | 123 |
| Library | 53 |
| Police & Election | 46 |
| Fire | 32 |
| Infirmery | 23 |
| PWD | 15 |
| Rent Control | 14 |
| YRB | 12 |
| Water | 18 |
| Criminal Justice | 5 |
| CETA (Dept's) | 65 |
| Manpower Office | 13 |
| COMA | <u>12</u> |
| | 921 |



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To Councillor Francis Duehay
Chairman - Committee on Finance

Date May 17, 1976

From Committee for City Employees
for Fair and Equitable Treatment

Reference

Subject

Proposed Reclassifications Effective 7.1.76

The following is a list of questions which we have not been able to find an answer. Perhaps the Finance Committee could obtain the answers from either the City Manager or the Director of Budget and Personnel.

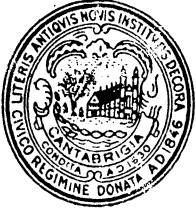
1. Are all these proposed reclassifications also going to receive the 6% increase based on the new rate of pay?
2. In the list of 21 employees to be reclassified, there are some who are not being reclassified but are in fact just receiving an increase in salary or having reached maximum are being given increments to in effect increase the salary.
i.e.: Affirmative Action Officer
Building Inspector
Water Registrar
Public Health Analyst
Asst. Director of Personnel
3. In the 1975-1976 Budget the salaries are not consistent in some instances with the salary reported on the list.
i.e.: Jr. Budget Analyst \$10,385. now reported as receiving \$11,077.00 (James Maloney)

Jr. Budget Analyst (Leo Clark) listed as \$10,065. now reported as \$10,153.00

Jr. Personnel Analyst (Ray Clark) listed as \$11,075. now reported as \$11,077.00 (Error?)

Jr. Budget Analyst (Joe Kelly - Ceta) \$10,065.00 now reported \$10,153.00

Jr. Budget Analyst (David Holland - Ceta) \$10,065.00 now reported as \$10,153.00
4. The Budget last year did not show any proposed increments or increases therefore how come the discrepancies in salary?
5. Is Joseph Daly going to receive the salary of William Kirby who resigned?
6. This is a City Position that we feel should be opened to regular employees and not filled by a Ceta Employee.
7. There is a disproportionate number of Ceta Employees in Administrative Budget-Personnel vs. City Employees.



CITY OF CAMBRIDGE

CITY HALL, CAMBRIDGE, MASSACHUSETTS 02139 • TEL. 876-6800

LAW DEPARTMENT

EDWARD D. MCCARTHY
CITY SOLICITOR

ROWENA E. TAYLOR
ASSISTANT CITY SOLICITOR

CHARLES WATSON
LEGISLATIVE AGENT

RUSSELL B. HIGLEY
ASSISTANT CITY SOLICITOR

May 11, 1976

Councillor Barbara Ackermann
Chairman
Sub-Committee on Personnel of the
Finance Committee
City Hall
Cambridge, Massachusetts

Re: Opinion of the City Solicitor
regarding the ten recommendations
to the subcommittee on Finance

Dear Councillor Ackermann:

1. The Department of Labor, Rules and Regulations, (Federal Register, Vol. 40, No. 101) provides that all CETA employees may be promoted or reclassified provided the job in each category "shall in no way infringe upon the promotional opportunities which would otherwise be available to persons currently employed in public service jobs not subsidized under Title II," (or Title VI), (see section 96.23 (b) (11)). Moreover, "participant's" salary must be commensurate with that of similarly positioned non-CETA employees. In essence, these rules permit promotion of CETA employees provided such promotion does not deprive a qualified non-CETA employee from such promotion.

2. Insofar as Civil Service personnel are concerned, this five year restriction is not authorized by General Laws, Chapter 31, Sections 15, and 15B. Such a restriction cannot legally be enacted by the City Council, as this would violate the intent of the Civil Service Act. As stated in item #1, CETA employees must be treated similarly to other municipal employees insofar as promotion and salary adjustment are concerned. Therefore, such a restriction on CETA personnel would be illegal. "Underprivileged" or "hardship" cases would, fall within the

May 11, 1976

ambit of CETA rules as set forth in D. O. L., Sections 96.28, 96.29, 96.30 and Title VI, Section 99.1.

3. General Laws, Chapter 41, Section 108A authorizes the City, acting through the City Council, to establish compensation plans and the classification of positions. Therefore this matter should properly be left with the Council.

4. This item refers to "employee" without defining which employees are involved. There are many non-civil service personnel within the employ of the City who are under no "classification," but rather are employed under a flat rate compensation plan. If this item refers solely to CETA and Civil Service personnel, it is clear that CETA personnel must be promoted and re-classified in a manner consistent with Civil Service law. In terms of durational requirements, the Civil Service law distinguishes between the Labor Service and the Official Service.

The Labor Service requires a one year period of employment in the next lower grade before eligibility for promotion (G. L., C. 31, Sec. 15B).

The Official Service requires a three year period of employment in the next lower grade before eligibility for promotion (G. L., C. 31, Sec. 15).

5. It is my opinion that the responses promulgated by the City Manager relative to items five through ten are correct in law and fact.

Very truly yours,

Russell B. Higley
Acting City Solicitor

RBH:cas



CITY OF CAMBRIDGE
MASSACHUSETTS
BUDGET AND PERSONNEL DEPARTMENT
876-6800

DONALD P. HAWKES
Director

EFFECTIVE JANUARY 7, 1975

EMPLOYMENT PROCEDURES

The procedures listed below are divided into four areas:

VACANCY NOTIFICATION

RECRUITMENT

SCREENING - LISTING - REFERRAL

APPOINTMENT

VACANCY NOTIFICATION

1. When ANY authorized position (provisional, temporary, or permanent; civil service or non-civil service; full time or part-time; entry level or promotional) becomes vacant, the department head shall file notice in writing of such vacancy with the Employment Office of the Department of Budget-Personnel. (USE FORM 1)
 - a. Along with notice of vacant position (FORM 1), the department head shall file a copy of job specifications for said vacancy, if the description is not already on file with the Personnel Office.
2. If the department head wishes to fill a vacant position, a request to fill the vacancy shall be filed with notification of vacant position (USE FORM 1). In cases where Mass. Civil Service applies, the department shall attach a completed Civil Service Requisition which will be forwarded by Budget-Personnel if approved.
3. NO action may be taken to fill a vacancy until written approval is received on FORM 1 from the City Manager or such personnel and fiscal staff whom he designates to perform approval function.
4. It is the duty of the Personnel Office to maintain active eligible register of applicants. In order to maintain eligible registers the Personnel Office shall advertise vacancies, when necessary, in a newspaper of general circulation and at locations listed under Recruitment 1.a thru 1. d. Applicants shall have a minimum of five business days to apply following public notice of vacant position.

5. Following closing date for accepting applications, the Personnel Office shall provide a certified list of eligible applicants to the department head within 15 business days. (FORM 2)

EMERGENCY APPOINTMENTS. In cases where no eligible register exists, the procedures above may be waived for Emergency Appointments. Waiver must be granted by the Director of Budget-Personnel. Emergency Appointments are defined as appointments of 30 business days (duration), or less, where overriding department need requires immediate filling of vacancy.

RECRUITMENT

1. The Personnel Office shall post a copy of advertisements of vacant positions in municipal government in a conspicuous public place in the following locations:
 - a. Cambridge City Hall, City Hall Annex and in the Department which vacancy exists.
 - b. The Cambridge Offices of the Division of Employment Security.
 - c. The Cambridge Economic Opportunity Committee Office.
 - d. Those public and private non-profit agencies indicated in the guidelines of the City of Cambridge Affirmative Action Program.

SCREENING - LISTING - REFERRAL

1. The personnel Office shall screen applicants by comparison of job specifications and standards to experience and educational background as listed on Cambridge Employment Application.

Whenever possible the Personnel Office shall conduct personal interview to review and verify information on job application. Performance and practical tests will be administered whenever possible.

2. Applicants who meet job qualification standards shall be placed on eligible register for various job classes according to date of application, with the exception that unemployed Heads of Household who are residents of the City of Cambridge will be given preference.
3. Eligible registers will be established by job class (i.e. including number of job titles with same qualification standards).

SCREENING - LISTING- REFERRAL (CONT.)

4. Applicants remain on eligible registers for 3 months from date of application. If applicant does not notify the Personnel Office of continued interest in City of Cambridge employment, he or she shall be dropped from register.
5. The Personnel Office shall provide to the department head a certified list containing three names for each vacant position. (FORM 2)

The department head or his designee shall interview all persons referred and indicate in writing reasons for recommendation for hiring and reasons for non-recommendation. (USE FORM 2)

6. Applicants who are not recommended for appointment remain on the eligible register. Applicants who refuse appointment or fail to appear for departmental interview shall be taken off the eligible register.

SPECIAL CONDITIONS

- A. Affirmative Action procedures take precedence where applicable.
- B. For positions funded by the Comprehensive Employment and Training Act and other Federal employment programs, preferences established by the Annual Manpower Plan submitted by the City of Cambridge and approved by the Department of Labor shall apply. Applicants will be placed on "certified" lists according to guidelines of the Manpower Plan.

APPOINTMENT

The City Manager is the Appointing Authority of the City of Cambridge. Department Heads upon selecting choice to fill a vacancy shall submit request to the Manager for appointment of the person selected. No person shall be told to fill out Employment and Insurance Form or that he or she is assured of employment, until the City Manager signs appointment document. (FORM 3)

City of Cambridge

In City Council May 13, 1976

The Special Sub Committee appointed by His Honor the Mayor comprised of Councillor Barbara Ackermann, Councillor Sandra Graham and Councillor Leonard Russell held two meetings on Thursday, May 6, 1976 and Tuesday, May 11, 1976 ~~XXXXXX~~ in the City Council Chambers to discuss recommendations made by the Women Employees Group to the Sub-Committee on Finance. The Committee considered ten recommendations made by the Employees Group, representing twenty departments of the City, and heard testimony from Phyllis McLaughlin of the License Commission and Maureen Febiger regarding the CETA Program and City Manager James Leo Sullivan relative to the points raised and the recommendations submitted to the Sub-Committee on Finance.

As a result of these two meetings the Sub-Committee agreed to propose the following motions to the Finance Committee and recommends their adoption.

1. That a Personnel Committee be established consisting of city employees and representatives of Budget-Personnel, with a ratio of two employees to every one representative of Budget-Personnel. *No Change 5/17/76*
2. That every month the Budget-Personnel shall notify each department of all vacancies, proposed new positions, proposed departments, and that such notification shall list the duties, the qualifications, the classification, the salary, and whether the position is civil service or non-civil service. *No Change 5/17/76*
3. That there be an employees' ~~Report~~ Bulletin Board in each city building which shall list such vacancies as well as training opportunities. *No Change 5/17/76*
4. That except in cases of exceptional emergency no vacancy or new position shall be filled until at least 45 days from the date of notification, until a list has been established. (note) *Failed see Roll Call #2 and #3*
5. That the reclassification of non-union city employees voted by the City Council on May 10, 1976 be supervised by the Personnel Committee and done with outside professional assistance. *Amendment by E. Lien failed, see Roll Call #4*
6. That the training program voted by the City Council be supervised by the Personnel Committee. *No Change 5/17/76*
7. That there be no reclassifications or promotions adopted in the 1976-77 budget (Councillor Russell in opposition). *see Roll Call #20 and 10B structure motion by Mayor Voliosi which carried on voice vote*
8. That any reclassification, promotion, salary adjustment or permanent appointment of a CETA employee be in accordance with the above and with the City Solicitor's opinion. *No Change 5/17/76*

Note - Alternate to 4 proposed by chairman: That except in cases of exceptional emergency no vacancy or new position shall be permanently or provisionally filled until at least 45 days from the date of notification. *Failed -*

City of Cambridge

-2-

Note;

The matter of selecting employee representation on the Personnel Committee was not properly discussed or resolved and will, with the permission of the Finance Committee, be the subject of a further meeting of the Sub-Committee. *No Change 5/12/76*

The City Solicitor ruled that the Council does not have the power to limit reclassifications to those with five years service. It does have the power to limit the amount of any raises.

See Roll Call # 1 - 4 year restriction carried 5-3-01
See Roll Call # 17 4 year restriction Rescinded 5-24-00
For the Committee,

Councillor Barbara Ackermann

5/17/76 Sub Committee Report as amended
Accepted by 7-2-0 vote See Roll Call
#5

City of Cambridge

-2-

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For the Committee,

Councillor Barbara Ackermann

City of Cambridge

In City Council May 13, 1976

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4. That except in cases of exceptional emergency no vacancy or new position shall be filled until at least 45 days from the date of notification, until a list has been established. (note)
5. That the reclassification of non-union city employees voted by the City Council on May 10, 1976 be supervised by the Personnel Committee (and done with outside professional assistance). *ADD REVOLT IN NO LOCAL INCREASE IN CITY BUDGET*
6. That the training program voted by the City Council be supervised by the Personnel Committee.
7. That there be no reclassifications or promotions adopted in the 1976-77 budget (Councillor Russell in opposition).
8. That any reclassification, promotion, salary adjustment or permanent appointment of a CETA employee be in accordance with the above and with the City Solicitor's opinion.

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REPORT

Special Sub
Committee on Personnel and Reclassification

City of Cambridge

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City of Cambridge

-2-

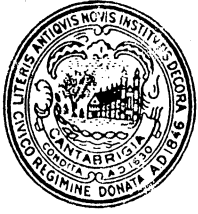
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For the Committee,

Councillor Barbara Ackermann



CITY OF CAMBRIDGE

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LAW DEPARTMENT

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May 11, 1976

Councillor Barbara Ackermann
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City Hall
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Re: Opinion of the City Solicitor
regarding the ten recommendations
to the subcommittee on Finance

Dear Councillor Ackermann:

1. The Department of Labor, Rules and Regulations, (Federal Register, Vol. 40, No. 101) provides that all CETA employees may be promoted or reclassified provided the job in each category "shall in no way infringe upon the promotional opportunities which would otherwise be available to persons currently employed in public service jobs not subsidized under Title II," (or Title VI), (see section 96.23 (b) (11)). Moreover, "participant's" salary must be commensurate with that of similarly positioned non-CETA employees. In essence, these rules permit promotion of CETA employees provided such promotion does not deprive a qualified non-CETA employee from such promotion.

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May 11, 1976

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The Labor Service requires a one year period of employment in the next lower grade before eligibility for promotion (G. L., C. 31, Sec. 15B).

The Official Service requires a three year period of employment in the next lower grade before eligibility for promotion (G. L., C. 31, Sec. 15).

5. It is my opinion that the responses promulgated by the City Manager relative to items five through ten are correct in law and fact.

Very truly yours,

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RBH:cas



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 876-6800

EXECUTIVE DEPARTMENT
JAMES L. SULLIVAN
City Manager

May 11, 1976

Councilor Barbara Ackermann
Chairman
Sub-Committee on Personnel of the
Finance Committee
City Hall
Cambridge, Massachusetts

Dear Councilor Ackermann:

In reply to your request for a study and recommendation in connection with the recommendations submitted by the Women Employee's Group, I submit the following:

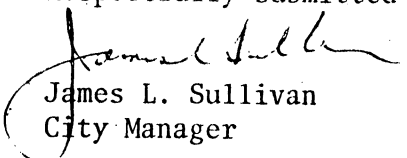
1. Item 1 - violation of Federal Department of Labor regulation in that CETA employees must be treated the same as other municipal employees.
2. Reclassification of employees essentially is an analysis of the duties and responsibilities of employees and assigning to them the proper pay level. Civil Service and Union Contracts would preclude the restricting of reclassification to employees under 5 years of service.
3. The limit of \$2,000 on salary increases is a policy decision that is within the jurisdiction of the City Council.
4. This would be a violation of Civil Service regulations and Union Contracts which do not permit people to work out of Classification.
5. If such a committee is to provide an overview of reclassifications done by a consultant it would appear that it would lend substance to the effort.
6. This procedure is consistent with the Personnel Policy to be promulgated.

To: Councilor Ackermann

May 11, 1976

7. Such a Policy would severely hamper the ability of the City to deliver services to significant segments of the population.
8. A reclassification of all City employees would be inappropriate. Arrangements will be made to study the classification of individuals who request same and those individuals recommended by the Department Head as needing review. An employees' committee as referred to in Item 5 would be consistent with this approach.
9. Not possible under State Civil Service regulations.
10. Only in accordance with study to be conducted.

Respectfully submitted


James L. Sullivan
City Manager

JLS/B

cc: City Clerk

Recommendations to the Sub-Committee on Finance

1. No Ceta Employee be reclassified, promoted, or receive salary adjustments.
2. No Employee-Ceta, Civil-Service, Underprivileged, Hardship, or any other classification of employee be reclassified who has had less than 5 years of service in the employment of the City.
3. That no reclassification in the 1976-1977 Budget receive a salary increase in excess of \$2,000 not including the present 6% increase to be effective July 1, 1976.
4. No employee may be reclassified or promoted until he has reached the maximum of his present classification.
5. That a Personnel Committee be established consisting of city employees and representatives of the Budget-Personnel with a ratio of 2 employees to every one Budget-Personnel representative.
6. That every month the Budget-Personnel shall notify each department of all vacancies, proposed new positions, proposed new departments, and that such notification shall list the duties, the classification, the salary, and whether it is civil service or non-civil service.
7. That no vacancy or new position shall be filled until at least 45 days from the date of notification if non-civil service or if civil service, until a list has been established.
8. That there be a reclassification of all city employees by a professional organization and that such reclassification shall have representatives of the city employees.
9. That people are being hired when there are still active civil service eligible lists.
10. Are there any proposed reclassification not in the budget but which are to be presented at a later date?



City of Cambridge

11.
IN CITY COUNCIL
May 10, 1976

Councillor Ackermann

ORDERED:

That the Manager conduct a general reclassification of all non-union jobs.

That this reclassification be done with the advice of a representative committee of employees and the Womens Employee Association.

That subsequently an outside survey be done to determine what employees are working above or below their job description.

That the Manager submit to next year's budget hearings a plan to correct inequities, without adding excessively to the overall salary budget.

That the Manager propose to this year's budget hearings a proposal for a training program so that all employees at all levels have fair access to opportunities for training and advancement.

That all of the above be conducted in accordance with the Federally imposed affirmative action goals adopted by the various departments of the City, being also mindful of the minority populations not covered under this law, specifically the Portuguese.

That the reformed personnel policy and rules be immediately promulgated.

City Council

May 10, 1976
Adopted by the affirmative vote

of 8 members

Paul E. Leahy
City Clerk



City of Cambridge

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City of Cambridge

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City of Cambridge

20.
IN CITY COUNCIL
May 3, 1976

Mayor Vellucci

ORDERED:

That the City Manager be requested to make a study and survey of all non-union employees of the City of Cambridge with the view of reclassifying all those employees who are below job description and to bring up to level their salaries commensurate with the duties assigned to said reclassified employees (non-union) as soon as possible.

CHARTER RIGHT

BY *Councillor Graham*



City of Cambridge

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City of Cambridge

Councillor Ackermann

9.
IN CITY COUNCIL
May 3, 1976

ORDERED:

- That this year there be no reclassifications.
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- That the reformed personnel policy and rules be immediately promulgated.
- That the Manager submit to the City Council a personnel ordinance setting standards for personnel, administration and penalties for the abuse of these standards.
- That there shall be a separate division of personnel.
- That the City institute a system of yearly program audit by an outside agency of city personnel procedures.



City of Cambridge

Councillor Ackermann

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S-174A

Sundry items on the Special Sub-Committee
on Non-Union Personnel.

May - June 1976