



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)

PAYROLL ACTIVITY FORM

NAME: _____ ADDRESS: _____

DEPARTMENT/DIVISION/ACTIVITY: _____

SPECIFICATION TITLE: _____ SOCIAL SECURITY NO.: _____

APPOINTMENT

SPECIFICATION CODE: _____ WEEKLY HOURS: _____

INITIAL PAY RATE: _____

APPOINTMENT: (CHECK ONE IN EACH COLUMN)

CIVIL SERVICE _____ FULL-TIME _____ PERM _____
 NON-CIVIL SERVICE _____ PART-TIME _____ PROV _____
 TEMP _____

REMARKS: (IF APPOINTMENT AND TENURE ARE CONTINGENT ON SPECIAL FUNDING ARRANGEMENTS PLEASE NOTE).

STATUS CHANGES

(CHECK ACTION, FILL OUT ITEMS AS INDICATED, AND SIGN BELOW)

- SALARY AND/OR TITLE CHANGE
- TEMP. ASSIGNMENT TO HIGHER CLASS
- TRANSFER
- LEAVE WITHOUT PAY
- RESIGNATION

- DISMISSAL
- SUSPENSION
- RETIREMENT
- DEATH
- LAY OFF

SPECIFICATION TITLE	BUDGET CODE	PAY RATE	ANNIVERSARY DATE
OLD			
NEW			
EVALUATION:			
FORWARDING ADDRESS:		LAST WORK DAY:	
SICK DAYS DUE:	HOLIDAYS DUE:	DATES OF SUSPENSION:	
REASON FOR LEAVE WITHOUT PAY:			

APPOINTMENT RECOMMENDED:

PERSONNEL DIRECTOR

DATE

APPOINTMENT EFFECTIVE:

CITY MANAGER

DATE

POSITION VACANCY FORM

SPECIFICATION TITLE:

DATE:

SPECIFICATION NUMBER:

SALARY:

WEEKLY
BI-MONTHLY
MONTHLY

LAST INCUMBENT (IF ANY):

DEPARTMENT/DIVISION/ACTIVITY:

ARE JOB SPECIFICATIONS SATISFACTORY AND A TRUE DISCRIPTION OF THE JOB:

YES:

NO:

PERSON TO CONTACT:

PHONE:

ADDRESS:

SPECIAL REQUIREMENTS:

(CHECK ONE FROM EACH COLUMN)

CIVIL SERVICE _____

FULL-TIME _____

PERM _____

NON-CIVIL SERVICE _____

PART-TIME _____

PROV _____

TEMP _____

COMMENTS: (i.e. IF THIS POSITION IS RELATED TO A FEDERAL OR STATE GRANT, GIVE DETAILS)

PROJECTED DATE FOR FILLING VACANCY:

DATE FOR DEPARTMENTAL INTERVIEW OF APLICANTS:

IS DEPARTMENT PREPARED TO ASSIST IN SECURING QUALIFIED CANDIDATES:

YES:

NO:

DEPARTMENT HEAD

DATE

PERSONNEL DIRECTOR

DATE

I CERTIFY THAT FUNDS ARE AVAILABLE TO FILL VACANCY AS REQUESTED

BUDGET DIRECTOR

DATE



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 876-6800

EXECUTIVE DEPARTMENT
JAMES L. SULLIVAN
City Manager

January 13, 1975

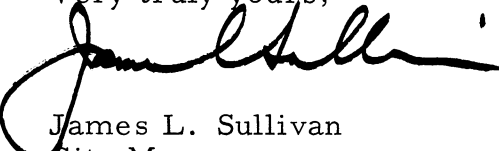
To the Honorable, the City Council:

In March of 1974 the City Council accepted a \$15,000 Intergovernmental Personnel Act Grant from the United States Civil Service Commission to develop personnel policy and procedures for the City of Cambridge.

The attached employment procedures represent an important part of the purpose of this grant and the City's efforts to develop a strong and efficient personnel operation based on merit system standards.

I have promulgated the attached employment procedures and forms for use by all departments of the City (except the School Department). On Thursday, January 16, the staff of the Department of Budget-Personnel will conduct a training session for Department Heads to explain purposes, methods, forms use and timetables.

Very truly yours,



James L. Sullivan
City Manager

JLS/mbf

Agenda # 2

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Intergovernmental Personnel Act Grant.

In City Council,

January 13, 1975

Placed on file