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For the information of the City Council

PUBLIC PERSONNEL POLICY

April 3, 1972

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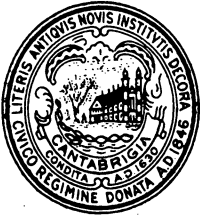
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CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 876-6800

EXECUTIVE DEPARTMENT
JOHN H. CORCORAN
City Manager

MESSAGE ON PUBLIC PERSONNEL POLICY

To the Honorable, the City Council,

Under provisions of the City Charter and other pertinent statutes, the City Manager is vested with the responsibility of authorizing the employment of citizens to various city departments. By virtue of Council declared policy and by the City of Cambridge's entrance into contracts with such Federal agencies as the Department of Labor, the City Manager has been mandated to take whatever action necessary to implement personnel policy which affords the greatest opportunity of public employment for all our citizens on a fair and equitable basis. During my twenty-one months as City Manager I have attempted to exercise that responsibility in a meaningful and practical way.

By attached documents you can appreciate the results of a long and difficult process aimed at gearing up the city's capability to begin to deal with the important issue of developing an equitable progressive public personnel policy - one that is clear, open and offers an opportunity for mobility and advancement. The road to achievement is still long, but our probability of success, I believe is now greater than it had been.

To restore and enhance public confidence in city government we must eliminate the mystery involved in public employment; we must develop a personnel system which is truly responsive to the citizen and offers an opportunity to the employee.

By establishing a process, openly discussed and freely administered, for hiring temporary employees, which has a built in demand for accountability, I believe we can improve public services and insure that our taxpayers receive a "dollar's work for a dollar spent."

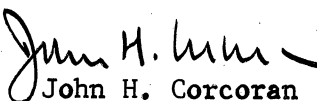
By establishing a mechanism through which all interested groups can be heard about the needs for improvement in public employment, we can begin to once again establish faith and confidence in our government.

By developing and providing in-service training programs for our city employees, we can improve the quality of public service and develop initiative to bring about change and innovation.

In my thirty-five years of public service, going from the position of Civil Engineer to City Manager, I have witnessed the gradual erosion of spirit and confidence in city employment. I am happy to be able to make initiatives to alter this course.

I am confident that with the support of the City Council and our employees, together with the encouragement of our citizens the goal can be attained.

Yours truly,


John H. Corcoran
City Manager

-EXECUTIVE ORDER-

- WHEREAS:- Unemployment in the City of Cambridge during the past two years has been and is at all time high; and
- WHEREAS:- It is the policy of the City Council of the City of Cambridge to hire residents of the City of Cambridge on a fair and impartial basis; and
- WHEREAS:- The provisions of the Emergency Employment Act determines allocation of positions on the basis of ethnic and geographic characteristics of the City of Cambridge; and
- WHEREAS:- Each department of the City of Cambridge hires both permanent and temporary personnel on a regular basis; and
- WHEREAS:- The City of Cambridge through both the Public Service Careers Program of Model Cities and the Emergency Employment Act of 1971, is committed to the employment in regular city positions of enrollees in these programs; and
- WHEREAS:- It is the stated policy of this Administration to ensure that employment in the City of Cambridge should reflect the composition of the city in terms of ethnic balance based upon the qualification of each employee;

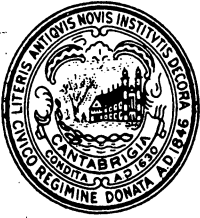
NOW THEREFORE BE IT ORDERED:

- 1.) That it shall be the affirmative duty of all City Departments, Agencies and Boards to hire qualified residents of the City of Cambridge for all positions in accordance with applicable federal, state and local law.
- 2.) All jobs, both permanent and temporary, that become available in all City Departments, except where otherwise prohibited by General Laws or Collective Bargaining Contracts, shall be listed with the Free Employment Office and the Model Cities Neighborhood Employment Center, and be reserved for a period of at least two weeks for residents of the City of Cambridge.
- 3.) The hiring of non-Cambridge residents shall be done only after adequate consideration has been given to residents of the City of Cambridge and only after appropriate written waivers executed by the Director of Budget and Personnel and/or the City Manager expressly authorizing such hiring have been granted to the appropriate City Department.
- 4.) The Director of Budget and Personnel, together with the Director of the Free Employment Office shall develop a workable program for hiring Cambridge residents on a fair and equitable basis in compliance with appropriate Federal State and local law utilizing where appropriate the guidelines and "significant segment" goals of the Emergency Employment Act of 1971.
- 5.) To facilitate the implementation of this Order there is hereby created a "Coordinating Committee on Personnel Development" to consist of the following:

Owen F. McCall, Chairman
Robert J. LeBlanc, Chairman A.M.P.B. - Asst. to City Manager
James G. Mulcahy, Director F.E.O.
Richard Jamieson, Dir. Personnel & Training MCA
William Kirby, Dir. Public Service Careers

It shall be the responsibility of this Committee to meet on a regular basis and to:

- a) invite proposals from all ethnic, labor, veterans and other groups to ascertain their thoughts and desires in the area of public service employment.
- b) develop a workable program for the training and up-grading of all city employees, including the application for funding under the Intergovernmental Personnel Act of 1970 and all other sources.
- c) to survey the manpower needs of the various city departments, boards and agencies with a view toward recommending re-classification and re-training programs which shall increase city services to the general public.
- d) do all other things necessary to improve the Personnel System of the City of Cambridge, including recommending changes in Civil Service laws so as to increase the upward mobility of City employees and reduce artificial employment barriers.



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 876-6800

EXECUTIVE DEPARTMENT
JOHN H. CORCORAN
City Manager

CITY MANAGER DIRECTIVE

TO: All Department Heads

DATE: April 3, 1972

FROM: John H. Corcoran
City Manager

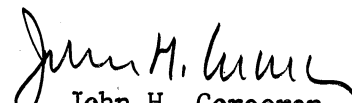
Effective immediately all temporary Civil Service appointments shall be coordinated through the Free Employment Office located at City Hall and the Office of the Director of Budget and Personnel on a "first come, first serve" basis and in strict compliance with General Laws Chapter 31.

- 1.) All residents of the City of Cambridge who are interested in temporary appointments to such departments as Public Works, Water and Recreation should be referred to the Free Employment Office where they will fill out an application form and be assigned a "City of Cambridge Applicant Identification Number" which will be used to make appointments based on requisitions as submitted by the Department.
- 2.) Any applicant at any time may have access to the list so that he/she might ascertain his/her position.
- 3.) Only those residents who have registered at the F.E.O. shall be appointed by the City Manager in accordance with the provisions of Civil Service.
- 4.) Departments shall be required to submit to the Director of Budget and Personnel and the Director of F.E.O. a complete list of all positions to be filled within a 30 day period; job description and qualifications required for each position.

A Civil Service requisition shall be prepared by the Director of Budget and Personnel and/or the Director of F.E.O. to meet the designated needs in accordance with the numerical listing of all applicants (see #1).

- 5.) Each Department Head shall designate an employee as a Liaison Officer between the respective Department and F.E.O. who shall prepare a complete listing of all temporary appointments made during the previous twelve months.

Yours truly,


John H. Corcoran
City Manager

April 3, 1972

CIVIL SERVICE REGULATIONS

Relative to

TEMPORARY APPOINTMENTS

GENERAL LAWS OF THE COMMONWEALTH:

Chapter 31, Section 12 List of Eligibles

Each list of persons eligible to any position shall be prepared or revised as soon as may be after their respective ratings or standings have been determined by the director by examination or otherwise in accordance with the rules of the commission, but, in case of the determination thereof by a written examination, not later than six months after the date of such examination. An eligible list may be established prior to six months from the date of examination. Where an eligible list for any position is established within six months of the date of the written examination, a provisional appointment or a temporary transfer to fill such position, whether permanent or temporary, may be continued for the period for which such appointment or transfer was authorized, any provision of section fifteen or section sixteen A to the contrary notwithstanding, but not beyond six months and fourteen days from the date of the written examination. The director shall not place on any such list any person not a citizen of the United States. All lists established as aforesaid shall be open to public inspection. All persons who have taken an examination shall be notified of the results thereof not later than sixty days after the date of such examination. If more than one similar eligible list exists for the same position, certification shall first be made from the list with the earliest date of establishment and in accordance with the Civil Service laws and rules governing certification.

No person shall remain eligible for more than two years upon any eligible list, notwithstanding any other provision of law to the contrary, except provisions of law extending eligibility to persons in the military and naval service.

No person shall be deemed to have been appointed or promoted to any position requiring certification by the director from an eligible list unless the appointing officer, prior to the date of expiration of such eligible list, shall have notified the director in writing that such person has been so appointed or promoted.

Chapter 31, Section 15 Appointments

No person shall be appointed or promoted to any position in the classified civil service except upon requisition by the appointing officer and upon certification by the director from an eligible list prepared in accordance

with this chapter and the rules made thereunder. If there is no suitable eligible list, or if the director is unable to comply with a requisition he may, subject to section twenty-five, authorize a provisional appointment. A provisional appointment may be authorized to fill a permanent position other than one in the service of the commonwealth for not more than six months, or to fill a temporary position in the service of the commonwealth for the period for which approval has been granted by the director of personnel and standardization; provided that if sufficient reason is forwarded to the director by the appointing authority to justify a request made by him for an extension of the provisional appointment to a temporary position, such authorization, where such position is not in the service of the commonwealth, may be extended for not more than eighteen months or until the establishment of an eligible list, whichever occurs first, and where such temporary position is in the service of the commonwealth, may be extended until the establishment of an eligible list or until two years, from the date of the authorization first granted for such provisional appointment whichever occurs first; and provided, further, that in any office or position in the commonwealth or any agency or political subdivision thereof where compliance with the federal standards for a merit system of personnel administration is a condition for the granting of federal funds, the director shall forthwith make arrangements to establish an eligible list within a year from the date of the approval of the provisional authorization.

Chapter 31, Section 16 Recommendation by public officers restricted

No recommendation of an applicant for an office or position under this chapter given by any member of the general court, alderman or councilman, except as to the character or residence of the applicant, shall be received or considered by any person concerned in making the appointment.

Chapter 31, Section 17 Persons ineligible for civil service

No person habitually using intoxicating liquors to excess shall be appointed, employed or retained in any position to which this chapter applies, nor shall any person be appointed or employed in any such position within one year after his conviction of any crime against the laws of the commonwealth, other than a rule, regulation, order, ordinance or by-law regulating the parking of motor vehicles established by any city or town or by any commission or body empowered by law to make such rules or regulations; provided, that the director may in his discretion authorize the appointment or employment, within said year, of a person convicted of any of the following offences:- 1.) a violation of any rule or regulation, other than one relating to parking, made under section two of chapter eighty-five or under section thirty-one of chapter ninety; 2.) a violation of any provision of said chapter ninety relating to motor vehicles which constitutes a misdemeanor, other than one relating to parking; 3.) any other offence for which the sole punishment imposed was (a) a fine of less than one hundred dollars, (b) a sentence to imprisonment in a jail or house of correction for less than six months, with such a fine or without any fine, or (c) a sentence to any other penal institution under which the actual time served was less than six months, with such a fine or without any fine.

Chapter 31, Section 19 Citizens; preference in public appointments

Except as otherwise provided by law, in all positions, employments and work in

any branch of the service of the commonwealth, or of any county, city town, or district therein, citizens of the commonwealth shall be given preference.

Chapter 31, Section 24 Labor service applicants; veterans; widows; widowed mothers

A veteran who registers for employment in the labor service of the commonwealth and of the cities and towns thereof, if found qualified, shall be placed on the eligible list for the class for which he registers ahead of all other applicants. The names of eligible veterans shall be certified for labor service in preference to other persons eligible according to the method of certification prescribed by the civil service rules applying to civilians. If, however, the appointing officer certifies in the requisition for laborers that the work to be performed requires young and vigorous men, and, on investigation, the director is satisfied that such certificate is true, he may fix a limit of age and certify only those whose age falls within such limit. The names of widows or widowed mothers of veterans who were killed in action or died from service connected disability incurred in wartime service, upon presenting proof from official sources, of such facts, satisfactory to the director, and that she has not remarried, shall be placed on the eligible list for the class for which they register above the names of all other applicants but below the names of veterans.

Chapter 31, Section 25 Provisional appointments

Whenever a provisional appointment is authorized by the director under section fifteen, no person other than a veteran shall be appointed unless the appointing authority cannot find a veteran qualified for the position who will accept and so certifies to the director. Before certifying that he is unable to find a veteran who is qualified for, and will accept, the position, the appointing authority shall obtain from the director a list of all veterans who have filed, within the preceding year, applications for the kind of work called for by such provisional appointment, and shall notify by mail each of said veterans.

Chapter 31, Section 38 Enforcement of Law and Rules

If, in the opinion of the director, a person is appointed or employed in the classified public service in violation of any provision of this chapter or of any rule or regulation made thereunder, the commission or the director shall, after notice in writing mailed to the appointing or employing officer, department, board or commission, and to such person, notify in writing the treasurer auditor or other officer whose duty it is to pay the salary or compensation to such person, or to authorize the drawing, signing or issuing of any warrant therefor; and the payment of any salary or compensation to such person shall cease at the expiration of one week after the mailing of the notice to such treasurer, auditor or other officer, and no such officer shall pay any salary or compensation to such person, or draw, sign or issue, or authorize the drawing, signing or issuing, of any warrant therefor, until the legality of such appointment or employment is duly established.

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