



CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139

TEL 349-4300
FAX 349-4307



EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

December 7, 1998

To The Honorable, The City Council:

In response to Awaiting Report Item No. 28, regarding a report on mandatory employee follow-up to assist seasonal employees in finding permanent employment, please be advised of the following:

Based on a meeting held with relevant City staff concerning this issue, it was agreed that a mandatory orientation would be the best way to provide the employees with information on employment services. The following are initial steps proposed:

- Staff will discuss the orientation and provide basic information about services when individuals first apply.
- Orientations will take place on-site at the Department of Public Works on Friday afternoons, approximately every 8 weeks.
- The orientation will include an introduction to Cambridge Employment Services, Community Learning Center classes and the labor service process.

Additional meetings will be scheduled for follow-up on operational details as the orientations begin.

Very truly yours,

Robert W. Healy
City Manager

RWH/mec

Consent Agenda #11

7778

Relative to AW Report #28, regarding
a report on mandatory employee
follow-up to assist seasonal employees
in finding permanent employment.

In City Council December 7, 1998

PLACED ON FILE