



CITY OF CAMBRIDGE
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PERSONNEL DEPARTMENT
MICHAEL P. GARDNER
Director

MEMORANDUM

TO: Robert W. Healy

FROM: Michael P. Gardner 

DATE: June 2, 1997

RE: Council Order #44, dated May 19, 1997, regarding report on higher education opportunities for police officers and all City employees

The City has a high interest in helping employees achieve their professional potential and currently supports a variety of activities to provide growth opportunities. We have a tuition reimbursement program, available to non-union personnel and also provide tuition reimbursement assistance to employees in several unions, including Day Care, Library, Local 195, Fire, AFSCME Local 3578, the Independent Water Works Association, and Public Works Supervisors. The Police Patrol Offices and Police Superiors have not sought contractual provision for financial support for higher education funded by the City.

Additionally, the Mayor Leonard J. Russell scholarships and the Arthur D. Little Foundation tuition fellowship for the Kennedy School of Government provide higher education opportunities for City employees. Information about educational opportunities and available internal courses and workshops is sent regularly to employees as part of our Development and Learning Programs catalog. Also, we are currently exploring with the Department of Human Services an initiative to make Bunker Hill Community College more accessible to our employees. Educational leaves (unpaid) have been provided on a number of occasions.

In FY98, Personnel has committed to develop and distribute tools for employees and managers to use in assessing current skills and defining job and career development plans. This initiative will include criteria and suggested guidelines for managers to use in determining whether employees can attend training activities (in-house, external seminars, college level courses, etc.) during paid work hours. Department heads will be asked to set standards for training within their departments, including specifying ways in which schedules can be adjusted to accommodate job required educational needs.

The general direction we have taken in the past is to pay for courses and allow employees to attend training during work hours for job required skills. That is, if the skills to be acquired are ones that are needed in a position as a result of the City adding new job requirements, we support the training fully. Examples include: providing computer skills training to new PC users, allowing employees to attend conferences to keep up to date in their professional fields, and 40 hours of in-service training for Police Officers.

In the rare and unusual circumstance that we would require an employee to learn new skills that can best attained through college level course work, it is likely that we would support those efforts, both financially and in paid time to attend those courses. At this time, no employee group receives paid time off from work to attend college level courses.



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EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

June 9, 1997

To The Honorable, The City Council:

Please find attached a response to Awaiting Report Item No. 20, regarding a report on higher education opportunities for Police Officers and all City employees, received from Personnel Director Michael P. Gardner.

Very truly yours,

Robert W. Healy
City Manager

RWH/mec
attachment

Consent Agenda #4

S-351

Relative to Awaiting Report Item Number
Twenty, regarding a report on higher
education opportunities for Police
Officers and all City Employees.

In City Council June 9, 1997

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