



CITY OF CAMBRIDGE
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EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

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May 1, 1996

To The Honorable, The City Council:

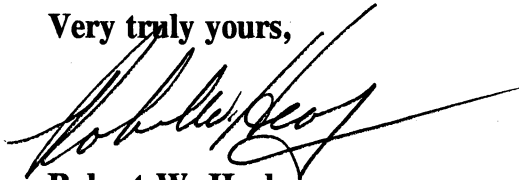
In response to Awaiting Report Item No. 1, regarding the policy for compensatory time, attached is a copy of the original policy on Compensatory Time, issued in September, 1983. Also attached are two excerpts from the revised Employee Orientation Manual, issued in 1996.

These policies explicitly recognize that department heads, managers, professionals and many others are routinely expected to work more than a "standard" 37.5 or 40 hour work week to accomplish their tasks. In recognition of this, limited compensatory time is available.

The policy limits all department heads to a total of one week of compensatory time per year. Other employees are generally limited to that amount with the possibility for limited additional accumulation under very unusual circumstances.

The prior Police Commissioner did have a contractual agreement that provided for more compensatory time than is included in these guidelines. Please be assured that the next Police Commissioner will be subject to the same rules as other department heads.

Very truly yours,



Robert W. Healy
City Manager



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To All Department Heads Date September 6, 1983
From Robert W. Healy, City Manager Reference
Subject Compensatory Time

The following shall be the policy for accruing and using compensatory time for management and non-union employees in the City of Cambridge.

Compensatory time will be awarded only for work assigned and authorized by the employees' department head. Compensatory time will be granted only with the written approval of the department head. This written approval may be either prior or subsequent for the work actually performed.

Accurate records must be kept of each employees comp. time. Compensatory time shall accrue on an hour-for-hour, straight time basis. The maximum number of hours an employee may accrue in a calendar year is 37½. This time must be used in the calendar year it is accrued. It cannot be carried over into the next year or bought back unless the employee terminates prior to the end of a calendar year in which he has accrued comp. time to his credit.

Once an employee has accrued 37½ hours for that calendar year, such employees may still be awarded comp. time as long as such time is used in the same week/payroll period that it is earned (i.e., an employee receives 2 hours comp. time for working Monday, then the employee must take the 2 hours by Friday).

RWH:MP

Work Schedule

The normal work week consists of five (5) days, seven and one-half (7.5) or eight (8) hours long, Monday through Friday. Of course department heads, managers, professionals, and many others may be required to work significantly greater hours from time to time in order to accomplish their jobs. Limited compensatory time is available in recognition of that effort (see Compensatory time, page 14).

Business Hours

Regular office hours at City Hall and most other municipal buildings are 8:30 A.M. to 5:00 P.M., Monday through Friday. Your particular hours of work and the scheduling of your lunch period will be determined and assigned by your supervisor or department head. Most employees are assigned to work a thirty-seven and one half (37.5) hour work week. You are required to take a one (1) hour unpaid lunch period daily; please understand that you may not "work through lunch" in order to arrive late or to leave early or to work extra time. Some departments and those working in forty (40) hour positions may have different starting and ending times. Check with your supervisor or department manager to be sure you understand the exact starting and ending

time and policy on lunch and breaks.

The City reserves the right to change starting and ending times with reasonable notice and after fulfilling any collective bargaining obligation we may have.

Compensatory Time

It is expected that managerial employees and many of those exempt from the Fair Labor Standards Act will be required to work significantly more than a "regular" 37.5 hour work week during much of the year as part of their job responsibilities. In recognition of that, employees exempt from or not eligible for overtime may be eligible for up to thirty-seven and one half (37.5) hours of compensatory time per year, on an hour for hour earnings basis. Extra hours worked beyond that time are not subject to additional compensatory time, except to the extent that a supervisor may adjust an employee's work schedule during a particular week. The City Manager reserves the right to make exceptions to the thirty-seven and one half (37.5) hour limitation in special circumstances where, because of a particular project, extraordinary additional work is required, without the opportunity to use the compensatory time accumulated. Compensatory time may not be carried over from one year to the next. Please review compensatory time policies with your department supervisor. If you have additional questions, contact the Personnel Department at 349-4332

Consent Agenda #5

S-247

Relative to Awaiting Report Item
Number One, regarding the policy
for comp time.

In City Council May 6, 1996

Placed on file.