

CITY OF CAMBRIDGE  
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PERSONNEL DEPARTMENT  
MICHAEL P. GARDNER  
Director

August 28, 1995

MEMORANDUM

TO: Robert W. Healy  
City Manager

FROM: Michael P. Gardner  
Personnel Director

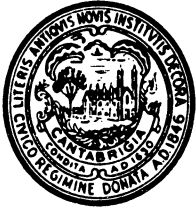
RE: Council Order #20, dated 6/26/95 Re: Update on Efforts to Relocate Personnel  
and to Provide Assistance to Employees Who Are Being Laid Off

The City and Local 2320 NOLSW have reached agreement on contractual revisions providing for City paid career transition assistance, increased notice time for contemplated lay off, regular monthly meetings to discuss work load and staffing concerns in the rent control office, and a severance package which extends health insurance coverage, conversion of unused sick leave to cash and a final lump sum severance payment.

The majority of these additional benefits have been extended to nonunion employees of the Rent Control Department as well.

We routinely provide the Rent Control office with information about job opportunities both within and outside the City. The Rent Control Department has established a "Resource Room" where information about various job opportunities within and outside the City are made available, and where office equipment is available for use in assisting with job search. We have requested that all department heads give special consideration to employees from the Rent Control Department in filling positions. To date we have been successful in assisting four rent control employees in securing other positions within or outside the City. Other employees have been successful in securing alternative employment, reducing our need to lay off involuntarily. At least one has started her own law practice. Several employees have volunteered for layoff. Three other employees have been involuntarily laid off, consistent with the union agreement. Two more lay offs are projected for October, though the City has proposed an alternative furlough plan as a method of reducing these by one.

We will continue our efforts to encourage and facilitate the employment of our current rent control staff in other suitable positions.



CITY OF CAMBRIDGE

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EXECUTIVE DEPARTMENT  
ROBERT W. HEALY  
City Manager

RICHARD C. ROSSI  
Deputy City Manager

September 11, 1995

To The Honorable, The City Council:

Please find attached a response to Awaiting Report Item No. 49, regarding an update on the efforts to relocate personnel and to provide assistance to employees who are being laid-off, received from Personnel Director Michael P. Gardner.

Very truly yours,

Robert W. Healy  
City Manager

RWH/mec  
attachment

Response to Awaiting Report Item Number  
Forty-Nine regarding an update on the efforts  
to relocate personnel and to provide assistance  
to employees who are being laid off.

*for original see  
1995 City Manager  
Requests # 291.*

In City Council,

Sept. 11, 1995

*Placed on file*