Attachment A

SPEECH FOR CITY COUNDIL MEETING 6/18/13

MY NAME IS PATRICIA LEWIS AND I AM A LIFE LONG CAMBRIDG RESIDENT.

I HAVE COME TODAY BECAUSE I AM CONCERNED NOT ONLY ABOUT THE

MILLIONS OF DOLLARS THAT WAS SPENT ON THE MELVINA MONTERIO CASE,

BUT THE FACT THAT THE CITY CURRENTLY HAS 6 MORE LAW SUITES PENDING.

I KINDLY ASK THAT THE CITY COUNCIL AND THE COMMITTEE THAT YOU HAVE FORMED TAKE A SERIOUS LOOK AT WHAT IS IN PLACE HERE AT THE CITY FOR EMPLOYEE S TO GO TO FOR HELP WHEN THEY FEEL THAT THEY HAVE BEEN DISCRIMINATED AGAINST.

LOOK AT WHAT HELP IS GIVEN TO EMPLOYEES FROM AFFIRMATIVE ACTION, HUMAN RIGHTS AND THE UNION. DO THESE AGENCIES ASSIST EMPLOYEES BY TREATING THEM FAIR, AND THEN BEING IMPARTIAL WHEN PROCESSING THEIR COMPLAINTS? I BELIEVE THAT IT STARTS WITH WHO THE EMPLOYEE GOES TO FOR HELP.

I APPRECIATE THE FACT THAT THIS MEETING IS HAPPEING TODAY AND I HOPE AND PRAY THAT THESE TYPES OF MEETINGS CONTINUE SO THAT CITY EMPLOYEES CAN SETTLE AND MEDIATE WITH THE CITY RATHER THAN TO GO OUTSIDE AND FILE LAW SUITES. THIS SHOULD NOT BE HAPPENING IN 2013 IN THE CITY OF CAMBRIDE AND NO WHERE ELSE FOR THAT MATTER.

Attachment B

CIVIC UNITY COMMITTEE MEETING AGENDA
June 18, 2013 at 8:30 am

"The Civic Unity Committee has been convened for a public meeting to discuss the Malvina Monteiro case only as it pertains to any lessons learned."

Our Proposed Questions for This Meeting:

- What City policies, protections, and safeguards were in place to address discrimination concerns at the time that Malvina Monteiro and other City employees filed their lawsuit against the City?

- What policies, protections, and safeguards have been changed and/or established within the City to directly address any concerns that were raised as a result of the Monteiro case or its aftermath?

- What internal policies and protections are currently in place (not including options such as suing the City) for a City employee who feels that they may be the victim of internal discrimination?

- What internal policies and protections are in place for a City employee who feels that they may be discriminated against by someone from the highest levels of the City's administration? Who can they turn to in that scenario?

- What mechanisms are available to the City to audit those policies that are designed to address internal charges or harassment and discrimination? How do we determine that these policies are adequate and in line with how other municipalities deal with such matters?

LIST OF PEOPLE INVITED TO THIS MEETING:

City Manager Robert W. Healy

Deputy City Manager Rich Rossi

City Solicitor Nancy Glowa

Brian Corr, Peace Commission

Rev. Lorraine Thornhill

Rev. Paul R. Ford

Dr. Valerie Batts
VISIONS, Inc.

Lynda Detterman
Detterman & Associates

Renae D. Gray

Marian Darlington-Hope

Attachment C

CITY OF CAMBRIDGE EMPLOYEE MANUAL (ISSUE 7/30/2001 ..... **1**

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City of Cambridge Employee Manual (issue 7/30/2001)

PURPOSE OF MANUAL

The purpose of this manual is to provide general guidelines for all City employees. It does not constitute an agreement or contract with respect to your employment. The City also has employees whose conditions of work may vary according to the provisions of their respective union contracts. To the extent that provisions of specific union contracts differ from the corresponding provisions outlined in this manual, those specific contractual provisions will supersede the provisions of this manual.

This manual has been prepared to introduce you to the City of Cambridge's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee and the conduct expected from you.

No employee manual can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together harmoniously.

We hope this manual will help you feel comfortable with the City. We depend on you — your success is our success. Please don't hesitate to ask questions. Your supervisor will gladly answer them. We believe you will enjoy your work and your fellow employees. We also believe you will find the City of Cambridge a great place to work.

We ask that you read this manual carefully, and refer to it whenever questions arise. We also suggest that you take it home so your family can become familiar with the City and our policies.

Should any provision in this employee manual be found to be unenforceable and invalid, such finding does not invalidate the entire employee manual, but only the subject provision.

RIGHT TO AMEND MANUAL

The City's policies, benefits, and rules, as explained in this manual, may be changed from time to time as circumstances, employment legislation, and economic conditions dictate. If and when provisions are changed, you will be notified. A copy will also be placed on our bulletin boards and on our intranet site.

The policies in this manual are to be considered as guidelines. The City of Cambridge, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this manual at any time without prior notice. Any such action will apply to existing as well as future employees with continued employment being the consideration between the employer and employee. No one other than the City Manager may alter or modify any of the policies in this manual. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee.

INTRODUCTION

WELCOME TO THE CITY OF CAMBRIDGE

You're Part of Our Team

Whether you are a new hire or a former employee returning to the City, the City Manager and the entire City administration welcomes you to employment with the City. As an organization committed to excellence in public service, we are pleased you have joined us in our continuing efforts to improve the quality of life for residents of our city.

Beginning a new position is an exciting challenge. Your fellow employees, especially your supervisor, want to help you get off to a good start and can provide support to ensure your success. Feel free to ask them for help about anything you don't understand. The City is successful because of the contributions of our employees; we are counting on you to uphold this tradition of providing excellent service to the public and your colleagues.

One of the first things you should do is carefully read this manual. It is designed to answer many of your questions about the policies and practices of the City of Cambridge, what you can expect from the City of Cambridge, and what the City of Cambridge expects from you.

No manual can attempt to answer every question. Certain practices or policies may vary from department to department, and if your employment is covered by a union contract. If you are unsure, please consult your supervisor.

ABOUT THE CITY OF CAMBRIDGE

The City of Cambridge is a public agency and a political subdivision of the Commonwealth of Massachusetts. It is one of forty cities among the three hundred fifty-one (351) cities and towns within the Commonwealth of Massachusetts.

History

Planned as the capital of the Massachusetts Bay Colony, the settlement northwest of the Charles River was founded in 1630 and named Newtowne. In 1634 the colonial government was moved across the river to Boston. Four years later the village was renamed Cambridge after the English university where many of its leading settlers had been educated.

From colonial times, when it was a center of New England patriot activity, and up to the present, Cambridge, its people, and its institutions have had a major influence in the region and beyond.

Cambridge is today the fifth (5th) largest city in Massachusetts with approximately one hundred and five thousand (105,000) residents concentrated in six and one quarter (6¼) square miles. It is a thriving city that values its diversity and rich multi-cultural heritage. It is made up of at least thirteen distinct neighborhoods, many with strong ethnic roots and traditions. It is the home of world-renowned educational institutions, and has a strong economy that includes manufacturing, retail services, biotechnology, and other high technology industries.

Government Structure

The structure of Cambridge City government is controlled by the City Charter. Since the 1940's Cambridge has been governed by a Charter providing for a Council/Manager form of government, known as "Plan E". Cambridge was the first city in the Commonwealth to adopt this form of government.

Legislative authority in Cambridge is exercised by a nine member City Council, elected at large through a system of weighted voting known as proportional representation. The Council is responsible for the enactment of municipal laws called ordinances and for determining the general governmental policies of the City. All funds expended by the City must be appropriated by the Council after being recommended by the City Manager. The City Council also establishes the taxing policies for the City. Members of the Council are elected for a term of two years. One member of this body is elected by the nine councilors for a two-year term to serve as Mayor. In addition to chairing Council meetings, appointing committees of the Council, and serving as the ceremonial head of the City, the Mayor also serves as chair of the City's School Committee, a separate elected body overseeing School Department policies.

The executive power of the City rests with the City Manager, who is the Chief Executive Officer of the City and Appointing Authority for all but four city positions. The City Manager is appointed by the City Council and serves at their pleasure. The City Manager is responsible for managing the City's administrative affairs and for recommending an annual budget for the Council's consideration. Serving under the City Manager are the heads of the various departments of the City. Currently there are over forty (40) separate departments, some large and some small, with their own particular area of responsibility. Typically a new employee will be hired to work in a particular department. Department heads are responsible to the City Manager for the efficient and effective administration of the department. The City is also served by a number of Boards and Commissions, most of whose members serve on a voluntary basis, providing policy guidance to particular departments and/or decision-making in particular areas, such as zoning appeals.

EXPECTATIONS

What You Can Expect from the City of Cambridge

The City of Cambridge is an Affirmative Action/Equal Opportunity Employer committed to promoting a multi-cultural work force representative of the diverse community we serve. It is our established employee relations policy to:

1. Provide necessary and desired services to our residents and visitors in an effective and efficient manner that is fair, honest, and sensitive to individual and community needs.

2. Select employees on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, ancestry, sexual orientation, religion, marital status, political belief, Vietnam era veteran status, or any disability that does not prohibit the performance of essential job functions.

3. Pay all employees fairly and in recognition of their efforts and contributions.

4. Dedicate ourselves to improving services and quality on an on-going basis.

5. Enhance the development of staff who understand and meet our objectives, and who accept with open minds the ideas, suggestions, and constructive criticisms from fellow employees.

6. Provide employees with the opportunity to discuss any problem arising out of work with supervisors in the department and, if still unresolved, with a representative or designee of the City Manager.

7. Make prompt and fair adjustment of complaints that may arise in the everyday conduct of our service to the community, to the extent that is practicable.

8. Respect individual rights, and treat all employees with courtesy and consideration.

9. Maintain mutual respect in our working relationships.

10. Promote employees on the basis of their ability and merit.

11. Make promotions and fill vacancies from within whenever possible consistent with departmental operating needs.

12. Deal with labor unions or employee organizations in a fair and respectful manner, meeting our obligations to bargain in good faith towards the establishment of wages, hours of work, and working conditions that promote departmental effectiveness and positive employee morale.

13. Administer our employment programs consistent with state and federal law and City policy.

14. Do all these things in a spirit of friendliness and cooperation so that the City of Cambridge will continue to be known as "a great place to work!"

What the City Expects from You

Your first responsibility is to understand your duties and how to perform them promptly, correctly and pleasantly. You are also expected to cooperate with management and your fellow employees and to maintain a positive team attitude. How well you perform your job, how well you interact with fellow employees and with those the City serves, and how you accept direction can affect the success of your department and your future within the City. In turn, the performance of one department can impact the entire service offered by the City. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the City overall and personal satisfaction for you. Finally, you can contribute only if you are here. Regular, dependable attendance is critical to your on-the-job success.

You are encouraged to take advantage of the opportunities for personal development that are offered to you. This manual offers insight on how you can positively perform to the best of your ability to meet and exceed the expectations of the City and the people it serves.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to creating a working environment where you can approach your supervisor or manager to discuss any problem or question. We value your input and believe that your experiences and insight can improve the City's performance if you are willing to voice your opinions and contribute your suggestions to improve the quality of our services.

Remember, you help create the healthful, pleasant and safe working conditions that the City intends for you. Your dignity and that of fellow employees, as well as that of the people we serve, is important to the City.

PUBLIC/CUSTOMER RELATIONS POLICY

Members of the Public Are Our Customers

The success of the City depends upon the quality of our interactions within the City, with our employees, with the residents and visitors we serve, other public and private organizations, and the general public. Because we are a public agency, dedicated to public service, all members of the public are our customers. Our salaries are paid by taxpayers. The public's impression of the City and the public's willingness to support us is greatly dependent on you and the quality of the services you provide. Regardless of your position, you are an ambassador for the City of Cambridge. The more goodwill you promote, the more the public, our customers, will respect and appreciate you, the City, and the services we provide.

Here are several things you can do to help give these public customers a good impression of the City of Cambridge:

1. Act competently and deal with individuals in a courteous, helpful, and respectful manner.

2. Communicate pleasantly and respectfully with other employees and members of the public at all times.

3. Follow up on requests and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.

4. If you do not have the necessary information to answer a question, find the appropriate employee who does, and refer the individual to that person.

5. When members of the public are waiting for service, make sure you are providing services as professionally and efficiently as possible.

6. Take great pride in your work, thank others for assistance, and enjoy doing your very best. Take pleasure in leaving our customers satisfied.

WE NEED YOUR IDEAS

Ask any of our employees who have worked with us for a long time and they will probably tell you of the many changes and improvements that have come about in their departments since they first joined us. We believe the person doing the job is in the best position to think of ways to do it more easily, more efficiently, and more effectively. If you think of a better way of doing your job, discuss it with your supervisor, who will welcome your suggestions and ideas.

WORKLIFE

WORK SCHEDULE

The normal workweek consists of five (5) days, seven and one-half (7.5) or eight (8) hours long, Monday through Friday. Employees should contact their supervisor and/or union contract to verify their work schedule. Department heads, managers, professionals, and many others may be required to work significantly greater hours from time to time in order to fulfill their responsibilities. Limited compensatory time is available in recognition of that effort (see section on Compensatory time).

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, with one (1) full unpaid hour for lunch. Depending on your individual schedule, union contract, and/or flex time arrangements, you are required to take either a one (1) hour or a one half- (1/2) hour paid or 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 departmental 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.

EMPLOYEE BREAKS

Full-time office and administrative staff may take up to two (2) fifteen (15) minute breaks during their workday. These breaks should be scheduled with their supervisors, one for each half of the workday. Breaks may not be accumulated or accrued for use in one day or toward their use on any future day.

Other than the two (2) fifteen (15) minute breaks and during the lunch period, employees are not authorized to take any additional time off, for example, to smoke. Employees are also not authorized to "break up" their two (2) fifteen (15) minute break periods into smaller increments of less than 15 minutes apiece in order to have more breaks during the course of the work day. For employees who are considering quitting smoking, the City offers smoking cessation programs through their health insurance plans; interested employees are encouraged to take advantage of these.

FLEXIBLE WORK HOURS

The City presently offers employees the opportunity to request flexible hours within parameters defined in the Flex Time Policy. A flexible work schedule (flex time) is available to regular full and part-time employees in good standing, as well as temporary workers, and it is contingent on the operational and business needs for the Department. Flex time schedules are normally for a fiscal year, but arrangements can also be made for intermittent and temporary situations. Individuals seeking flexible work arrangements must submit a written flex time request to their supervisor and department head, explaining how the change will affect the delivery of services, access by the public, and impact on co-workers. Requests are reviewed by the City Manager, who will make a final determination of flex time approval. Please contact your supervisor or department head for more information.

JOB DESCRIPTIONS

We maintain a job description for each position in the City. When your duties and responsibilities are changed, your job description will be updated. If you wish to see your job description, please ask your supervisor or call the Personnel Department at (617) 349-4332 or (617) 349-4242 (TTY).

PERFORMANCE MANAGEMENT

Supervisors are expected to help employees perform their jobs as expected by providing clear direction and meaningful feedback on their performance. Performance management includes defining work responsibilities and setting goals, providing opportunities for employees to develop skills, coaching employees, and providing feedback both in discussions and through performance reviews. These activities should continue throughout the employee's employment with the City.

Generally, supervisors will conduct a performance review at or near the end of the first six months of employment. The goal of the introductory performance review is to ensure a high level of performance by promoting meaningful communication between the supervisor and the employee at first hire. In the event that the employee is rated as needing improvement or unsatisfactory in one or more categories at any time during the initial six-month period, the supervisor may either recommend the release of the employee from employment with the City or an extension of the employee's introductory period.

ATTENDANCE

You are expected to be at your work station and ready to work at the beginning of your assigned daily work hours, and you are expected to remain on the job until the end of your assigned work hours, except for approved breaks and lunch. When your work takes you away from your work station, please let your supervisor know where you are going and how long you expect to be gone.

Absence or Lateness

From time to time, it may be necessary for you to be absent from work. We appreciate that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Sick days and personal days have been provided for this purpose.

If you are unable to report to work or if you will arrive late, you are required to contact your supervisor by the regular starting time. However, if you know in advance that you will need to be absent, you should seek your supervisor's approval beforehand.

When you call in to inform your department of an unexpected absence or late arrival, ask for your supervisor directly. For late arrivals, please indicate when you expect to arrive for work. If your supervisor is not available when you call, you should leave the information with another supervisor. Notifying a receptionist or another employee is not sufficient. Some departments maintain a "sick call" telephone line for this purpose. It is our policy that you are to call in yourself unless you are physically unable to do so because of an illness or emergency.

Employees should also consult with their supervisor and/or their union contract for departmental or union procedures.

Excessive Absenteeism or Lateness

In general, five (5) absences in a 90-day period, or a consistent pattern of absence, may be considered excessive, and the reasons for the absences may be reviewed. Coming in late or leaving early is as detrimental to the City as a full day's absence. Three (3) such incidents in a 90-day period will be considered a pattern and will carry the same weight as a full day's absence and may be reviewed as well.

Record of Absence or Lateness

Your attendance record will be considered when evaluating requests for promotions, transfers, leaves of absence, approved time off, and other personnel actions. Be aware that excessive absenteeism, lateness or leaving early may lead to disciplinary action, including possible dismissal.

EMAIL AND INTERNET USE

The City of Cambridge's computer networks are connected to the Internet and other on-line services in order to allow City government to serve the public more efficiently and effectively. Accordingly, various on-line capabilities are made available to designated City employees for legitimate, work-related purposes.

Use of these capabilities is subject to the same management oversight and supervision as any other employee activity. Failure to comply with defined policies on internet and on-line computer services use

may result in termination, suspension, or other limitation of an employee's privileges for access to Internet-related capabilities, and may be the cause for further discipline up to and including discharge. For more specific information about what is permitted and what is prohibited, see your supervisor and read the Computer Services Use Policy.

PHONE USE

While it is sometimes necessary to conduct personal business during work hours, calls should be kept short and to a minimum. Whenever possible, employees should make any personal calls during designated break or lunch times.

DRESS AND APPEARANCE

The City of Cambridge expects its employees to dress in a manner appropriate to their profession. While there is not one specified code of dress for the City, each department or union may have guidelines stating what is acceptable. Ask your supervisor for specific requirements for your department.

DRUG/ALCOHOL POLICY

Being intoxicated or under the influence of alcohol or any controlled substance while at work or on City property is dangerous and grounds for disciplinary action, up to and including discharge. The use, possession, or sale of alcohol or a controlled substance, in any quantity, while at work or on City property is similarly grounds for disciplinary action, up to and including discharge.

Counseling and Treatment

All employees who are, or feel they might be at risk for misuse of alcohol or controlled substances are encouraged to make full use of the confidential counseling treatment and referral services of the City's Employee Assistance Program (1-800-451-1834) and/or get help through his/her health plan.

Disciplinary Process

Disciplinary action taken by the City will be commensurate with the level of intoxication or impairment, the individual employee's prior substance use history and/or employee record, and with the City's commitment to the successful rehabilitation of employees who are also resolved to correct any substance abuse problems they may have.

The City may exercise its right to test an employee for drugs and/or alcohol where the employee is noticeably impaired in his or her job performance and/or where the facts are sufficient to constitute reasonable suspicion of unauthorized use of alcohol and/or a controlled substance. Refusal to submit to such testing will be considered insubordination, and grounds for discipline, up to and including discharge. If you are a member of a union, please consult your union contract for more specific details on reasonable suspicion testing.

SMOKING AND USE OF TOBACCO PRODUCTS

Use of tobacco in any form is prohibited in City buildings. Employees who choose to smoke or use tobacco products during their designated breaks and/or lunchtime may not do so near entrances to City buildings. Smokers must dispose of smoking materials properly.

DRIVER'S LICENSE AND DRIVING RECORD

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to the City. You will be asked to submit a copy of your driving record to the City from time to time.

Any changes in your driving license status must be reported to your supervisor immediately. Failure to do so may result in disciplinary action, including possible dismissal.

EMPLOYEE RIGHTS AND RESPONSIBILITIES

STANDARDS OF CONDUCT

Some rules of conduct are needed in any workplace in order to help everyone work together efficiently, effectively, and harmoniously. Because our mission is to serve the public and because we are empowered with substantial governmental authority to achieve that mission, we must hold ourselves to high standards of quality service and ethical conduct.

By accepting employment with us, you have a responsibility to the public, to the City and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary to fulfill our mission, responsibilities, and duty to the public. When each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct, then our organization will be a better place to work and a more effective servant of the people.

MEETING JOB EXPECTATIONS

In addition to maintaining appropriate standards of conduct, it is the responsibility of employees to fulfill the essential functions of their positions in an acceptable manner. Depending on the position, these measures may be both qualitative and quantitative. Job requirements and qualifications are listed on job postings/descriptions. Your supervisor will discuss and clarify the expectations and standards of your position. Employees who are having difficulty meeting job standards should discuss the issue with their supervisor. In turn, it is the supervisor's responsibility to monitor employee performance and provide counseling, support, and assistance to employees in helping them meet job expectations.

Ultimately, if employees are unable to meet job requirements, corrective action may include reassignment, transfer, demotion or other disciplinary action, up to and including termination.

DISCIPLINARY ACTIONS FOR UNACCEPTABLE ACTIVITIES

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of the City. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your supervisor for an explanation.

We list these standards for the guidance of all employees and supervisors. We do not expect anyone to engage in these activities, but we believe everyone is served by our being clear as to what is not acceptable.

Violations Which May Result in Dismissal

Occurrences of any of the following violations, because of their seriousness, may result in dismissal without prior disciplinary action:

1. Willful violation of any City of Cambridge rule; any deliberate action that is extreme in nature and is obviously detrimental to the City's efforts to provide services effectively and efficiently.

2. Willful violation of security or safety rules or failure to observe safety rules or City safety practices; failure to wear required safety equipment; tampering with City equipment or safety equipment.

3. Negligence or any careless action which endangers the life or safety of another person.

4. Being intoxicated or under the influence of controlled substance drugs while at work; use, possession or sale of any controlled substance, in any quantity while on City property except for medications prescribed by a physician which do not impair work performance.

5. Unauthorized possession of dangerous weapons, firearms, or explosives on City property or while on duty.

6. Engaging in criminal conduct or acts of violence; making threats of violence toward anyone on City premises or when representing the City; fighting, horseplay, provoking a fight on City property; or negligent damage of property. The City regards fighting as a very serious offense. If confronted by another employee or member of the public, we expect you to retreat, and not escalate the situation or retaliate. You should only take defensive action.

7. Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment.

8. Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of City property, or the property of fellow employees, members of the public, vendors, or visitors in any manner.

9. Theft of City property or the property of fellow employees; unauthorized possession or removal of any City property, (including documents), from the premises without prior permission from management; unauthorized use of City equipment or property for personal reasons; using City equipment for profit.

10. Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying the reason for a leave of absence or other data requested by the City; failing to tell the truth at any time during the course of your employment with the City; intentionally and willfully misrepresenting information about the City or its employees to members of the media; failing to tell the truth during the course of a City investigation; alteration of City records or other City documents.

11. Violating the privacy of others by releasing confidential or protected information to outside individuals, organizations, or to unauthorized City employees; breach of confidentiality of personnel or personal information.

12. Malicious comments about others and/or spreading rumors harmful to individuals or the City's interests; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.

13. Immoral conduct or indecency while on duty or while on City property.

14. Actions in violation of your public trust, including abuse of the authority vested in you as a public official, to seek unwarranted gain or exemptions for yourself or others.

15. Threatening, intimidating, harassing or coercing fellow employees, customers, or members of the public; interfering with another employee on the job; using obscene or abusive language towards another employee, customer, or member of the public; threatening or employing physical violence towards another employee, customer, or member of the public. Such conduct is prohibited at all times, whether the employee or employees concerned are off-duty or on-duty, and whether the conduct occurs on or off the City premises.

16. Off duty conduct so egregious or otherwise as to undermine the confidence of the public in the City's capacity to fulfill its functions to the public in a fair, safe, and effective manner.

Other Violations Which May Result in Disciplinary Action

Occurrences of any of the following activities, as well as violations of any City rules or policies, may result in disciplinary action, including possible dismissal. This list is not all-inclusive and, notwithstanding the list, the City reserves the right to take such disciplinary action as is necessary to protect effective and efficient operations and high quality services to the public.

1. Unsatisfactory or careless work; failure to meet service or quality standards as explained to you by your supervisor; mistakes due to carelessness or failure to get necessary instructions.

2. Any act of harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs.

3. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before time specified for such purposes.

4. Sleeping on the job; loitering or loafing during working hours.

5. Excessive use of City telephones for personal calls or of City's computers for personal use.

6. Unauthorized absence from your work station or duty assignment during your work hours.

7. Smoking in City buildings; taking unauthorized breaks to smoke. Smoking or use of tobacco products is not permitted in any area of any City buildings.

8. Creating or contributing to unsanitary conditions.

9. Posting, removing or altering notices on any bulletin board on City of Cambridge property without permission of an authorized supervisor.

10. Failure to report an absence or late arrival; excessive or patterned absence or lateness.

11. Obscene or abusive language toward any supervisor, employee, customer, or member of the public; indifference or rudeness towards a customer, member of the public, or fellow employee; any disorderly/antagonistic conduct on City of Cambridge premises.

12. Speeding or careless driving of any City of Cambridge vehicles.

13. Failure to immediately report damage to, or an accident involving, City equipment.

14. Soliciting or engaging in political activity during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on City of Cambridge property.

15. Failure to maintain a neat and clean appearance in terms of the standards established by your supervisor; any departure from accepted conventional modes of dress or personal grooming after warning; wearing improper or unsafe clothing.

16. Failure to use your time card, sign in/sign out sheets, or other attendance recording devices; alteration of your own time card or records or attendance documents; punching or altering another employee's time card or records; causing someone to alter your time card or records.

DISCIPLINARY PROCEDURES/POSSIBLE DISCIPLINARY ACTIONS SHORT OF DISMISSAL

Unacceptable behavior or unsatisfactory work performance that does not lead to dismissal may be dealt with in any of the following ways:

Oral or Written Warning;
Unpaid Suspension;
Demotion; Reduction in Pay; Delays or Cancellations of Pay Increases

Oral warnings serve as notice to the employee that certain inappropriate behaviors have been observed and/or that work performance does not meet expectations. Employees are strongly encouraged to pay close attention to such warnings and to behave and perform in a manner consistent with their supervisor's expectations and which conforms with the City's standards of appropriate work conduct.

Written warnings will include the reasons for the supervisor's dissatisfaction and any supporting evidence. You will have an opportunity to defend your actions and rebut the opinion of your supervisor at the time the warning is issued. You may also submit a written statement for your personnel files.

In any interview where discipline of the employee is contemplated as a possible result, a unionized employee may request the presence of a union steward or other union representative. Non-union employees may request the presence of another non-union employee.

Department heads and certain designated supervisors have the authority to suspend an employee for up to five days without pay. Discipline in excess of a five-day suspension (including demotion) may only be taken by the City Manager.

Before any disciplinary action is taken, all pertinent facts will be carefully reviewed. If circumstances warrant, and consistent with civil service law where appropriate, the employee will be given an opportunity to explain his or her conduct before any final decision is reached. The City Manager or designee will provide an employee in a budgeted position an opportunity to be heard concerning the unacceptable behavior before contemplated dismissal occurs.

The City recognizes the value of obtaining the commitment of employees to work to correct any disciplinary/behavioral problems that are interfering with their performance. Therefore in many circumstances the City will seek to reach agreement with the employee as to the appropriate level of discipline, the expectations for the employee for future behavior, and the consequences of meeting or failing to meet those expectations. In the unlikely event that you have violated any of these standards of conduct, we encourage your willingness to settle the matter, including a real commitment to correct the problem.

GRIEVANCE PROCEDURES

Most union contracts provide for a grievance procedure to resolve disputes arising out of interpretation or application of the collective bargaining agreement. Non-union employees may also air grievances and are encouraged to do so in order to resolve disputes, clarify work practices and benefits, and bring to the attention of management any problems that need to be solved.

A non-union employee who feels aggrieved should raise the matter first with his or her direct supervisor. If, after a thorough discussion, the problem remains unresolved, the employee may pursue it by filing a written summary of the problem and a request for a meeting with the department head. If the problem remains unresolved after meeting with the department head, the employee should file a written request for a meeting with the Personnel Department, outlining the problem. A representative from the Personnel Department, acting as the designee of the City Manager, will meet with the employee and representatives of the department together or separately as appears most appropriate to help solve the problem. Although it is clear that not all such disputes will be resolved in favor of the employee, every effort will be made to reach a fair and equitable result that can be understood and accepted by all parties.

Allegations of violations of the Affirmative Action Plan, Equal Employment Policies, and/or the Sexual Harassment Policy should be submitted for resolution according to the terms of those policies.

CONFLICT OF INTEREST

As a public agency, it is very important that City employees take extraordinary care to be sure that they do not take official actions that either are or may give the appearance of being improperly influenced by personal gain or benefit. Personal or business transactions with outside individuals or organizations with whom you conduct business on behalf of the City create the potential for such conflict. Accepting gifts or gratuities from persons who do business with the City is always inappropriate. Accepting gifts in excess of $50 value has been determined by the State Ethics Commission to violate the State Ethics Law.

If you are concerned about whether a particular course of action may generate such a conflict or the appearance of one, consult with your supervisor or the Law Department at (617) 349-4121 or (617) 349-4242 (TTY).

OUTSIDE EMPLOYMENT

What you do on your free time is generally your own business. However, if you are employed by the City of Cambridge in a full-time position, the City will expect that your position here is your primary employment. Any outside activity must not interfere with your ability to properly perform your job duties for the City of Cambridge, or present a conflict of interest.

If you are thinking of taking on a second job, or doing private consulting, confer with your supervisor before doing so. He or she will thoroughly discuss this opportunity with you to make sure that it will not interfere with your job for the City nor pose a conflict of interest.

HARASSMENT POLICY

It is essential that the City of Cambridge provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort — spoken, written, physical, visual — will not be tolerated.

What Is Harassment?

Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature. Any action which is verbally or physically intimidating, coercive, or creates a hostile work environment will be viewed as harassment. If you believe you have been subject to harassing behavior, contact your supervisor immediately. If you are reluctant to discuss the matter with your supervisor, you may refer the matter to any of the individuals or departments outlined in the Reporting section below.

Sexual Harassment

Sexual harassment is of particular concern in the work place. Not only is it destructive of workplace harmony and teamwork, it is discriminatory and will not be tolerated. Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing the duties of his/her position or creates an intimidating, hostile or offensive working environment, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly. Sexually harassing conduct may be harassment by a man towards a woman, a woman towards a man, or between persons of the same sex. The harasser does not necessarily have to be the victim's supervisor. The victim does not necessarily have to be the one to whom the remarks or conduct are directed, but may be someone whose ability to work is adversely affected by an intimidating or hostile working environment created by the behavior of others. The harasser or the victim could be a member of the public who comes in contact with a City employee.

Reporting Responsibility

You should be provided with a copy of the City's policy on dealing with sexual harassment shortly after being hired. If you have not received it, ask your supervisor to supply it to you. All City of Cambridge employees, particularly managers, have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or any management representative with whom they feel comfortable. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the City of Cambridge to do so.

Reporting Process

Any incident of harassment must be immediately reported to your supervisor or special management representative. Each Department in the City has a Sexual Harassment Coordinator with responsibility for handling an investigation or referring it to the Human Rights Commission of the City for investigation. You may ask that person for assistance. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a fellow employee or subordinate will be subject to disciplinary action including possible discharge. The City of Cambridge will also take any additional action necessary to appropriately remedy the situation. No adverse employment action will be taken against any employee making a good faith report of alleged harassment. If, for any reason, you are uncomfortable or reluctant to raise a matter of harassment within your department, questions or complaints may also be directed to the Women's Commission (617) 349-4697 or (617) 492-0235 (TTY); Affirmative Action Director (617) 349-4331 or (617) 349-4242 (TTY); City Manager or Deputy City Manager (617) 349-4300 or (617) 349-4242 (TTY); or to the Personnel Director (617) 349-4332 or (617) 349-4242 (TTY).

The individual who makes unwelcome advances, threatens, or in any way harasses another employee may be personally liable for such actions and their consequences.

Confidentiality

All complaints will be handled by City employees in confidence in a manner which respects your wishes for confidentiality, consistent with the City's need to investigate, and, if warranted, take corrective action. All complaints need to be investigated, thus complete confidentiality cannot always be assured. Any complainant concerned about confidentiality should discuss that matter with the individual with whom the complaint is filed. If you believe that you have been the victim of sexual harassment, then you owe it to yourself and to your co-workers to report the matter and to allow the City to ensure that the working environment of the City is free from sexual harassment.

EMPLOYMENT AND EMPLOYEE DEVELOPMENT

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

The City of Cambridge has a long standing record of nondiscrimination in employment and providing equal opportunity without regard to race, color, sex, religion, creed, national origin, ancestry, sexual orientation, disability, Vietnam era veteran's status, marital status or age. The City is an Affirmative Action/Equal Opportunity employer. The City regularly updates its Affirmative Action Plan for compliance with state and federal regulations and to articulate and communicate its strongly held commitment to Affirmative Action.

This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

Equal employment opportunity notices are posted on appropriate employee bulletin boards as required by law. The notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

The City's Director of Affirmative Action is available for consultation regarding Affirmative Action concerns. The telephone number for the Director of Affirmative Action is (617) 349-4331 or (617) 349-4242 (TTY).

Management is primarily responsible for seeing that the City's affirmative action and equal employment opportunity policies are implemented, but all employees of the City share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

Any employee, including managers, involved in intentionally discriminatory practices will be subject to discharge.

It is the policy of the City of Cambridge to:

1. Strictly follow personnel procedures that will ensure equal opportunity for all people without regard to race, color, religion, creed, national origin, sex, age, ancestry, sexual orientation, political belief, marital status, disability, or Vietnam era veteran status; or any disability that does not prohibit the performance of essential job functions.

2. Comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). The City of Cambridge will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability;

3. Make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not require unreasonable difficulty or expense;

4. Achieve understanding and acceptance of City of Cambridge's policy on Equal Employment Opportunity by all employees, individuals, and organizations with which the City of Cambridge interacts;

5. Thoroughly investigate instances of alleged discrimination and take corrective action as warranted;

6. Be continually alert to identify and correct any practices by individuals that are at variance with the intent of the Equal Employment Opportunity Policy.

Questions concerning the ADA, reasonable accommodation, or other matters relating to work and disability should be directed to the City's ADA Coordinator, at (617) 349-4692 (voice) or (617) 492-0235 (TTY/TDD).

DIVERSITY

The City places high value on diversity and on ensuring that City employees are representative of the multi-cultural community we serve. We provide support and encouragement to employees interested in exploring diversity issues. The City and the services we provide are strengthened by a diverse workforce. Appreciating and celebrating that diversity is important to our collective success, as we discover our similarities and differences. The City provides diversity training for all employees. There are several committees that provide leadership in diversity awareness efforts. The Employees Committee on Diversity, a volunteer group open to all City employees, meets regularly to discuss ways we can recognize, enhance, and celebrate the diversity of the City's employees and our community. Through its Educational Subcommittee it encourages all City employees to engage in informal dialogue and structured activities to expand awareness, sensitivity, and acceptance of

diversity within our work force. All employees are encouraged to participate. Call the Personnel Department at 349-4332 to find out more about upcoming activities.

THE HIRING PROCESS

Job Posting

The City posts virtually every job opening we seek to fill in order to give internal candidates the opportunity to be considered. Job postings are available for your review on bulletin boards located in the City Hall lobby, outside the Personnel Office, all Cambridge Public Libraries, and in most City buildings. The postings are also listed on the City's internal website.

Internal Transfers, including promotions

We encourage you to pursue transfer and/or advancement within the City by responding to job postings that may be of interest to you. Meet with your supervisor, department head, and/or representatives of the Personnel Department to discuss what steps you can take to improve your opportunities for job growth and promotion. Of course, in filling all positions, managers look for an excellent work history, good attendance, and a positive record of cooperation and teamwork.

Special Guidelines

The City Manager reserves the right to issue special employment guidelines as the need arises for such guidelines, based on organizational priorities. Department heads will be issued these guidelines as they are developed.

PROOF OF U.S. CITIZENSHIP OR RIGHT TO WORK

Federal regulations require that all new hires complete and sign Federal Form I-9, Employment Eligibility and Verification Form and present documents of identity and eligibility to work in the U.S. As noted on the I-9 Form, this information must be supplied within three (3) days of hire.

INTRODUCTORY PERIOD

For most civil service or unionized employees your first six (6) or, in limited cases, twelve (12) months of employment with the City of Cambridge are considered a Probationary Period. For "at will" employees this is generally regarded as an "Introductory" Period. At will employees are those who serve at the pleasure of the City Manager. Absent civil service status or other specific procedural protections (such as a "just cause" clause in a union contract), at-will employees serve without tenure, and the City reserves the right to terminate their services with legal reason or for not reason at all.

The Introductory Period is a time for getting to know your fellow employees, your managers and supervisor, the tasks involved in your job, as well as becoming familiar with the City's procedures and services. Your supervisor will work closely with you to help you understand the needs and processes of your job.

This Introductory Period is considered a try-out time for both you, as an employee, and the City of Cambridge, as an employer. During this Introductory Period, your supervisor will evaluate your suitability for employment in your position. At any time during this first six (6) months, you may resign without any detriment to your record. If, during this period, your work habits, attitude, attendance or performance do not measure up to our standards, we may release you, or extend the probationary period for up to two months. If you take approved time off during this period, the Introductory Period may be extended by that length of time.

Near the end of the Introductory Period, your supervisor will discuss your job performance with you. This review will be much the same as the normal job performance review that is held for many regular full-time or part-time employees on an annual basis. During the course of the discussion, you are encouraged to share your comments and ideas as well.

Please understand that completion of the Introductory Period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for "cause." If you have further questions concerning the Introductory Period, contact the Personnel Department at 349-4332.

JOB DEVELOPMENT AND CAREER PLANNING

The City recognizes that many employees want to experience growth and change in job responsibilities, even within a current position. Dialogue between supervisors and subordinates regarding skill development for one's current position and future career interests, is strongly encouraged. The City has a number of programs in place to assist employees in gaining access to resources designed to help meet their career development goals.

Mandatory Training

There are some courses that all new employees are required to attend within one year of their hire date. Presently, these courses are "Preventing Sexual Harassment" and "Diversity Training." The City may add to the required training list as business or environmental needs dictate. Also, many departments require additional training for their staff. Your supervisor will advise you regarding training required for your position.

Training Opportunities

The City encourages employees to improve their job-related skills by attending in-service training programs that are offered periodically on or off site. Courses are offered regularly in the areas of general business skills development, computer skills, management training, and health and lifestyles. These are listed in the City's monthly Training Calendar. If there are particular areas in which you believe you would benefit from additional training, discuss the matter with your supervisor. Although not all requests can be accommodated, every effort will be made to tailor training to particular departmental and individual needs.

Tuition Assistance

The City sponsors a limited tuition assistance program for full-time employees and those working in regular positions budgeted at twenty (20) hours per week or more. Each fiscal year managerial and non-union employees may receive tuition reimbursement or advance payment up to $1000 for courses taken at any accredited college or university that are job or degree related, pre-approved for payment, and successfully completed. This program may be different or not available to some unionized employees. Contact the Personnel Department at 349-4338 for more details.

Scholarships and Additional Resources for Education

Several local colleges offer special programs to aid City of Cambridge employees in furthering their education:

- Harvard University provides three scholarships per term to City employees to attend the Harvard Extension School, in memory of the late Mayor Leonard J. Russell. Applications for the program are made directly to Harvard University. The Personnel Department sends out notifications when applications are available.

- Lesley College offers a 10% reduction in tuition rates for City of Cambridge employees.

- A partnership between the City of Cambridge, the Cambridge Public Schools, and Bunker Hill Community College brings affordable college level courses to the City. Courses are offered at Cambridge Rindge and Latin High School.

EMPLOYMENT OF RELATIVES OR PARTNERS

If you and members of your immediate family are employed by the City of Cambridge, one may not supervise the other. If the employees and the department head are unable to develop a workable solution, the City Manager will decide which employee may be transferred in such situations. For purposes of this section, your immediate family includes your spouse or domestic partner, your children, your siblings, your parents, your grandparents, and your spouse's or domestic partner's children, siblings, parents and

grandparents. Should two current employees, one of whom supervises the other, enter into a personal, non-work related relationship, one or both employees may have to be transferred.

PERSONNEL FILES

A central file for each employee is maintained in the Personnel Office. Information in the files is considered and treated as confidential. An employee has the right to examine his/her own file, upon request and after reasonable notice to the Personnel Department.

SEPARATION FROM EMPLOYMENT

If you decide to resign, you are expected to give notification to your manager in a time frame that allows for a reasonable transition. Non-exempt employees generally should give at least two week's notice, exempt employees should give at least four weeks. Non-exempt employees are those employees subject to the wage and hour conditions of the Fair Labor Standards Act. Exempt employees are those employees not subject to the wage and hour conditions of the Fair Labor Standards Act (see section on Overtime Pay for more details on exempt versus non-exempt status). You will be paid through your last day worked and will be paid any accrued vacation, personal, administrative, compensatory time, overtime and any other miscellaneous payments or deductions. You will also be mailed pertinent information regarding insurance continuation through COBRA.

Exit Interviews

All employees who voluntarily leave City employment, whether through resignation or retirement, are asked to participate in an exit interview with a member of the Personnel Department. We do this because we want to hear from you and about your experience working for the City. Please arrange an interview before your last day worked by calling the Personnel Department at (617) 349-4332 or (617) 349-4242 (TTY). Departments also may request that you have a final interview with a department representative.

Requested Resignation or Discharge

If you fail to meet the City's standards for work performance, attendance, behavior, or fail to follow the City's policies, you may be asked to resign or be discharged. Nothing in this section concerning requested resignation or discharge should be construed to alter, amend or modify the at-will employment relationship.

Death

If an employee dies while employed with the City, his or her family and beneficiaries are entitled to collect earned salary and certain accrued benefits. In addition, an employee's surviving spouse and other dependents who are covered under the City's health insurance plans may elect to continue their coverage under the plan, through COBRA, for up to 36 months.

Release of Information and Employment References

Absent a signed release form from an employee, the City will respond to requests for employment information by giving dates of employment only. Should you want your supervisor or other individuals to provide a professional employment reference, prior to your leaving the employ of the City, you will need to sign a release form authorizing the City to provide more detailed performance information. Please see your supervisor or contact the Personnel Department to secure copies of the form.

COMPENSATION

WAGE AND SALARY POLICIES

To the extent permitted by the City's fiscal condition, it is our desire to pay fair and equitable wages and salaries that are competitive with other employers in the marketplace and that recognize group and individual performance, in compliance with all applicable statutory requirements.

You are employed by the City of Cambridge and will be paid directly through our payroll. No person may be paid out of petty cash or by vendor check. The only exception to this policy is where a contract relationship exists with a bona fide contractor.

Basis for Determining Pay

Each City position has a pay range; the range has from one to ten steps depending on the position and whether a union contract is involved. The rate of pay is determined based upon the nature and scope of the job, length of service, experience, the pay of comparable positions within and outside the City, and through collective bargaining for unionized positions.

Annual Increments

Generally new employees start at the first step of the pay range and move to the next step after one year of service or, for part time employees, after they have completed the equivalent of one year of full time service (1950 hours for 37.5 hour/week employees, 2080 hours for 40 hour/week employees). Based upon experience or other special factors, the City Manager may approve a starting rate above the first step. The City Manager also reserves the right to withhold a step increase based upon unsatisfactory job performance. Some unions have slightly different increment rules.

PAY PERIOD AND CYCLE

Our payroll workweek begins on Sunday at 12:00 midnight and ends on Saturday at 11:59 p.m.

Payday is normally on Thursday or Friday (depending on your department) for services performed for the one (1) week period ending the previous Saturday at 11:59 p.m. Paychecks are usually available by noon on your pay day.

DEPARTMENT PAYROLL REPRESENTATIVE

Virtually every department has designated one or more persons as that department's payroll representative. The payroll representative is responsible for preparing the payroll and making any adjustments that are required on a weekly basis. This representative can answer many questions that may arise concerning pay. You should check with your supervisor to be clear whether the supervisor prefers you to resolve payroll matters through the supervisor or directly with the payroll representative.

MANDATORY DEDUCTIONS FROM PAYCHECK

The City of Cambridge is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal and state income taxes. You will need to complete state and federal tax forms, declaring your withholding status (e.g., married/single), and number of dependents for withholding purposes. Under current law, new employees who qualify for membership in the Cambridge Retirement System, also contribute 9% of regular wages to that fund (plus an additional 2% for wages in excess of $30,000).

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments or IRS liens, will be explained whenever the City is ordered to make such deductions.

Deductions are itemized on your check stub. Any change in name, address, telephone number, marital status or number of exemptions must be reported to your supervisor immediately to ensure proper credit for tax purposes. The W-2 form you receive for each year shows your taxable earnings, the amount of taxes withheld, any taxable non-cash fringe benefits you have received, and any deductions that are tax deferred.

Social Security, Medicare, and Mandatory Deferred Compensation

The City of Cambridge does not currently participate in the federal Social Security system for any Social Security benefits except Medicare for those employees hired on or after April 1, 1986.

Employees hired on or after April 1, 1986 are required to contribute 1.45% of wages to Social Security as a contribution to future Medicare eligibility. The City makes a matching contribution.

Employees who, by nature of their employment, (seasonal, emergency, under 20 hours per week), do not qualify for membership in the Retirement System and are required to make a 7.5% contribution to a mandatory deferred compensation plan, as an alternative to Social Security (FICA) contributions. You may obtain more information about this program from your department payroll representative or the Personnel Department.

Union Dues

Union dues, or an agency fee, if you decide not to join the union, are deducted if you are hired into a unionized position. Failure to agree to pay these fees can lead to the loss of employment.

ELECTIVE DEDUCTIONS / DIRECT DEPOSIT

It may be possible for you to authorize the City to make additional deductions from your paycheck, such as for health and life insurance, charitable contributions, Cambridge Municipal Employees Credit Union, a voluntary deferred compensation plan, flexible spending account, MBTA pass purchase, etc., and to deposit your paycheck directly into your savings or checking account at a participating bank. Contact your department payroll representative or the Personnel Department at (617) 349-4332 or (617) 349-4242 (TTY) for details and the necessary authorization forms.

TIME REPORTING

Many departments require employees to report on the time that they have worked in the previous week, noting also time taken for vacation, personal, administrative, compensatory, or sick time. Your supervisor will instruct you on the procedures for your department. In all cases, you are responsible for accurately reporting time on your time sheets.

ERRORS IN PAY

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your supervisor immediately. He or she will take the necessary steps to research the problem and to assure that any necessary correction is made properly and as promptly as possible. If at all possible, do not cash or deposit your paycheck if you find an error. Corrections can be made much more quickly if the check has not been cashed.

Your pay stub also includes your current balances for vacation, sick, personal, administrative, birthday, and compensatory time. If you believe these balances are not correct, contact your supervisor so the records can be reviewed.

OVERTIME PAY

From time to time, it may be necessary for you to perform overtime work. All overtime must be approved in advance by your supervisor. When it is necessary to work overtime, you are expected to cooperate as a condition of your employment. Overtime pay is available only pursuant to union contracts or Fair Labor Standards Act requirements. Those not eligible for overtime may be eligible for a limited

amount of compensatory time during the calendar year. Check with your supervisor if you have questions about your eligibility.

If you are a "non-exempt" employee (that is, in a position subject to the Fair Labor Standards Act) and you perform overtime work, you will be paid one and one-half (1½) times your regular hourly wage for any time over forty (40) hours per week that you work. Certain union positions provide for overtime for hours worked beyond the standard work day or after 37.5 hours per week.

Generally overtime will be paid in the paycheck following the pay period in which it was earned. Any additional overtime pay owed as a result of differences in how the City computes standard overtime and the requirements of the Fair Labor Standards Act will be paid quarterly.

COMPENSATORY TIME ACCRUAL AND USE

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 calendar 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 (617) 349-4332 or (617) 349-4242 (TTY).

WORKERS' COMPENSATION

The Massachusetts Workers' Compensation Law is a no-fault insurance plan that is supervised by the state. Costs for City employees are paid entirely by the City of Cambridge. This law is designed to provide you with benefits for any injury that you may suffer in connection with your employment. If you are injured at work, you are eligible to apply for Workers' Compensation.

You should notify your supervisor immediately if you are injured, no matter how minor the injury may seem.

There is no accrual of vacation, sick, personal, administrative, or birthday time, or service time towards increments, and employees are not eligible for holiday pay while you are on Workers' Compensation. To supplement Workers' Compensation payments (60% of regular pay), employees may use sick time, up to the level of full regular salary.

No deductions, including taxes, union dues, credit union contributions, and medical insurance, are taken from Workers' Compensation payments. Employees are offered the opportunity to continue medical

coverage at 12% of the full monthly cost. Because no deductions can be made from a workers' compensation check, it is the employee's responsibility to maintain separate, up to date insurance payments to the City's Personnel Department.

If you have questions, consult your supervisor, the Workers' Compensation Claims Manager (617) 349-4125 or the Personnel Department (617) 349-4332 or (617) 349-4242 (TTY)) for assistance.

UNEMPLOYMENT COMPENSATION

The City of Cambridge is an employer that participates in the Massachusetts Unemployment Compensation system. If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period of time. Unemployment compensation provides temporary income for workers who have lost their jobs. To be eligible you must have earned a certain amount and be willing and able to work. You should apply for benefits through your local State Unemployment Office (the Department of Employment and Training). If you have questions, contact the local office of the State Department of Employment and Training at (617) 626-6800.

BENEFITS

In addition to receiving an equitable salary and having the opportunity for professional development and advancement, you may be eligible to enjoy other benefits that will enhance your job satisfaction. The benefits program described here represents a very large investment by the City of Cambridge, and adds substantially to the cost and value of your employment with the City.

A good benefits program is a solid investment by the City in its employees. It not only ensures the loyalty of long-time capable employees, it also helps to attract talented newcomers who can help the City grow and evolve to meet changing needs in the community. The City will periodically review the benefits program and will make modifications as appropriate to the City's condition.

ELIGIBILITY FOR BENEFITS

If you are a regular full-time employee in a budgeted position, you will enjoy all of the benefits described in this manual as soon as you meet the eligibility requirements for each particular benefit.

Part-time employees in positions budgeted for at least twenty (20) hours per week are eligible for a variety of benefits, on a pro rated basis.

Temporary, seasonal, and emergency employees and those in positions budgeted for less than twenty (20) hours per week are not eligible for benefits. Some union contracts may have slightly different rules regarding temporary, seasonal and emergency employees.

SICK TIME AND RETURN TO WORK

The City has a very generous sick leave program, compared to many employers. However, it is very important for employees to carefully monitor sick leave use and to be sure they are using it only when truly disabled from working because of sickness or injury. Because the City does not provide any short term disability insurance, the only short term disability coverage many employees have is their accumulated sick leave. Should an employee face catastrophic illness, a significant sick leave bank, built up over years by avoiding casual sick leave use, can prevent significant financial hardship. All employees are encouraged to remember that sick leave is only to be used under circumstances when the employee is truly unable to come to work, as more fully described below.

To qualify for sick leave you must be a full-time employee or part-time employee in a position budgeted for at least twenty (20) hours per week and have worked for six months. Time taken off before this will be without pay.

At the completion of six months you are credited with seven and one half (7.5) days of sick leave for future use. You then earn 1¼ sick days per month until you reach the following January 1. After that point you will be credited with fifteen (15) sick days per calendar year, pro-rated for unpaid leave of absence, no pay status, or time on workers' compensation.

For non union employees, sick days accumulate from year to year to a maximum of four hundred (400) days. You are encouraged to accumulate your sick leave days for use in case of major or catastrophic illness. If you have unused sick days available at the time of retirement, death, or loss of employment due to layoff or elimination of position without fault on your part, up to four hundred (400) of those days may be converted to cash. For non-union employees, the first 100 days are eligible for buy-back at $50 per day. Days 101-200 are eligible for buy-back at $80 per day. Days 201-300 are eligible for buy-back at $100 per day or 50% of the current daily rate, whichever is smaller (but no less $80) and Days 301-400 are eligible for buy-back at $130 per day or 50% of the current daily rate, whichever is smaller (but no less than $100). Employees may elect to receive these funds over three years after retirement. This benefit does not apply to persons who leave employment voluntarily before retirement or as a result of disciplinary action. Some union contracts provide different benefits. Consult your supervisor or the Personnel Department at (617) 349-4332 or (617) 349-4242 (TTY) for more information.

Sick leave is to be used for the following reasons only:

- Personal illness or non-job related injury which leaves you unable to perform your work duties
- To supplement workers' compensation payments up to the level of full regular salary
- Attendance upon members of the employee's immediate family whose illness requires the care of such employee, provided that no more than seven (7) working days with pay will be granted to such employee in any one calendar year, not to exceed earned sick time available. A doctor's note may be required.

- Enforced quarantine

- Doctor's visits which cannot be scheduled during off duty hours. A doctor's note may be required.

If the absence is greater than five (5) successive days, or if there are repeated absences of shorter duration, a statement from the employee's physician is required. Subsequent physicians' statements may be required at the discretion of the Department Head. If the employee fails to submit a physician's statement when requested, he/she will not receive sick pay for the days in question, whether or not the employee has accumulated sick leave to his/her credit and may be subject to disciplinary action.

Employees are also required to provide similar documentation when using sick leave to provide care for an ill family member. Employees are allowed to use sick time for up to seven (7) working days per calendar year for the unexpected, short-term care of a family member. If an employee requires more than this allotted time, they may use vacation time or other accrued time, apply for a flexible work schedule, or take a personal leave to attend to a long-term care situation, in compliance with the Family/Medical Leave Act.

Consult your supervisor or the Personnel Department at (617) 349-4332 or (617) 349-4242 (TTY) for more information.

PAID TIME OFF

Holidays

Regular full-time employees and part-time employees in positions budgeted for at least twenty (20) hours per week are eligible for paid Holiday leave without a waiting period after they begin employment with the City. Seasonal, temporary, and emergency employees are not eligible for paid holiday leave.

Recognized Holidays

The City of Cambridge recognizes the following holidays as paid holidays:

New Year's Day
Martin Luther King Birthday
President's Day
Patriot's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Christmas Eve (½ Day)

Christmas Day
Floating Holiday (actual day determined each year)

Holiday Policies

The City follows the state calendar for holidays. Each fall the Personnel Department issues a list of the specific dates each holiday is observed in the next year. Holidays that fall on Saturdays are observed by the City on the proceeding Friday. Holidays that fall on Sunday are observed on the following Monday.

If a holiday occurs during your scheduled vacation, the Holiday time will not be deducted from your vacation entitlement.

In order to qualify for holiday pay, you must work or be paid standard hours (i.e. vacation time, etc) for the scheduled workday immediately before and after the holiday. Only excused absences will be considered exceptions to this policy.

You are not eligible to receive holiday pay when you are on no pay status, on an unpaid leave of absence or on workers' compensation.

Part-time employees who are in positions budgeted for twenty (20) or more hours per week are entitled to a pro-rated Holiday benefit. If the holiday is observed on a day they do not normally work, part-time employees will receive extra pro-rated pay for that time.

Other Religious Observances

You may take time off to observe your religious holidays. If available, a full day of unused time (a personal day, administrative day, a vacation day, or compensatory time) may be used for this purpose. Otherwise the time off is without pay. Sick leave is not to be used for these purposes. You should notify your supervisor as far in advance as practical.

Vacation

Vacation is a time for you to rest, relax, and pursue special interests. The City of Cambridge has provided paid vacation leave as one of the many ways in which we show our appreciation for your loyalty and continued service.

Regular full-time employees and part-time employees in positions budgeted for at least twenty (20) hours per week are eligible for paid vacation. You are not eligible for paid vacation during your Introductory Period. Nor are you eligible for paid vacation if you are a temporary, seasonal, or emergency employee.

Amount of Vacation

Every eligible employee will receive a vacation of not less than two (2) weeks with pay based upon twelve months service. New hires in non union positions will be awarded one week of vacation leave after six months of service, and earn a monthly accrual of .83 days for each month of work thereafter, until the subsequent January 1, when they will be awarded two weeks of vacation time. Employees are entitled to three (3) weeks vacation after five (5) years of service; four (4) weeks vacation after ten (10) years of service; and five (5) weeks vacation after twenty (20) years of service. In each instance the additional week is awarded upon attaining the fifth, tenth, or twentieth year anniversary of service, taking into account any periods of unpaid leave, no pay status, or Workers' Compensation.

There is no accrual of vacation, sick, or personal time, or service time towards increments for periods of no-pay status or time on Workers' Compensation. In computing vacation time, employees shall be credited for all continuous time worked, including temporary service, during which they worked a minimum of twenty (20) hours per week.

Vacation Scheduling

Every effort will be made to grant you your vacation at the time you desire. However, vacations cannot interfere with your department's operation and therefore should be requested and approved by your supervisor at least one (1) month in advance. Some departments may require more advance notice for scheduling purposes. If any conflicts arise in requests for vacation time, department managers will attempt to resolve the conflicts in an equitable manner.

Accumulation Rights

Because vacations are intended for rest, relaxation, and the opportunity to regenerate, they are meant to be taken during the year they are credited. Vacation time may not be carried over and accumulated in subsequent calendar years except in unusual circumstances. Under such circumstances, the City Manager may authorize the carryover of some unused vacation to the next calendar year. Only the City Manager has the authority to approve such carryover. Vacation time that is not used or approved for carryover will be forfeited.

Some union contracts provide a somewhat different eligibility formula and accumulation system. Contact the Personnel Department at (617) 349-4332 or (617) 349-4242 (TTY) if you have questions.

Personal Days

As a regular full-time employee, or a part-time employee in a position budgeted at twenty (20) hours a week or more, you are eligible, after 6 months of service, for two (2) days of paid personal leave during each calendar year. You may use your personal leave in units of no less than two hours at any one time. Personal leave time is intended to be used to accomplish personal business that cannot be accomplished during time other than your normal working hours. You are required to request

personal leave time from your supervisor in advance and obtain his or her approval. Personal time must be used in the year it is awarded. It is not eligible for carryover to the next year.

You are not eligible for personal days if you are a temporary, seasonal or emergency employee.

Administrative Days

Regular full-time and part time employees in positions budgeted for at least twenty (20) hours per week are entitled to one Administrative Day after a six month period in which they had no incidents of no pay status and missed no work for illness, or job related injury, up to a maximum of two (2) such days in any twelve (12) month period. Administrative days must be used within six (6) months of being earned and cannot be carried over or converted to cash. Some union contracts provide a slightly different benefit.

You are not eligible for administrative days if you are a temporary, seasonal or emergency employee.

Bereavement Leave

Employees who suffer the death of a close relative or household member may be granted a leave of absence with pay for a limited number of days. Most employees receive up to five calendar days leave in the case of the death of a spouse, child, a parent, or domestic partner. They also qualify for up to three days for the death of a grandparent, brother, sister, grandchild, son or daughter-in-law, parent-in-law, or any other relative who was a permanent member of the employee's household or with whom the employee made his or her home. A one day leave is also granted to attend the funeral of a first cousin, brother-in-law or sister-in-law, aunt, uncle, nephew, niece, or a spouse's grandparent, brother-in-law or sister-in-law. If an employee needs additional time beyond that which is allowed for bereavement leave, other leave time may be made available and used. Some union contracts provide a slightly different benefit. Consult your supervisor, or the Personnel Department at (617) 349-4332 or (617) 349-4242 (TTY) for more information.

Jury Duty

We recognize it is your civic duty to report for jury duty whenever called. If you are called to report for possible jury duty, notify your supervisor immediately. We will authorize you to take the necessary time off and we wish to help you avoid any financial loss because of such service. The City will reimburse you for the difference between your jury pay and your regular pay for each day of Jury Duty that prevents you from reporting for a regularly scheduled work day.

Emergency Weather Conditions

Many City employees are essential to provide public services during periods of severe weather or other emergencies. The need for such employees at work under these conditions is most urgent and it is required that every effort be made to report for duty. Occasionally the City Manager may authorize

skeleton staffing for part of or, more rarely, a full day. Such a skeleton arrangement is only for office workers and other non-essential personnel, to ease transportation difficulties in the City and surrounding areas. Department managers should rotate these skeleton assignments equitably among staff. Without a special determination by the City Manager that you are not required to come to work on a particular day because of weather related difficulties, your absence from work on that day will be without pay, unless vacation or personal leave is available to cover the absence. Use of sick leave in these circumstances is not appropriate.

UNPAID LEAVES OF ABSENCE

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with the City, but may not wish to submit your resignation. Under certain circumstances, you may be eligible for an unpaid leave of absence. There are several types of unpaid leave for which you may be eligible.

Family/Medical Leave of Absence

In general, a leave of absence is an official authorization to be absent from work without pay for a specified period of time. Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to come to work due to pressing family or medical concerns as described under the following Family/Medical Leave Policy, which will be administered in accordance with applicable State and Federal laws:

1. Employees are eligible if they have been actively employed for 12 months, and worked at least 1250 hours (an average of 25 hours per week) during those 12 months.

2. Each eligible employee may use up to a total of 12 weeks of family leave during any one calendar year period.

3. A family leave will be granted upon the serious illness of the employee's child, spouse, domestic partner, or parent.

4. While on a leave of absence to care for a family member as provided for under this policy, we will continue your group health and life insurance benefits under the same terms as provided to other employees, for up to a maximum of 12 weeks leave time during any one year period. If your leave extends beyond 12 weeks, you will be offered the opportunity to purchase continuing coverage at 100% of the monthly premium cost.

5. A medical leave will be granted upon the employee's own disabling serious illness after paid sick leave is exhausted. The City reserves the right to limit this leave consistent with federal and state law.

6. For medical leaves of absence due to the employee's medical condition, group health and life insurance coverage will continue on the same basis it is provided to other employees (e.g., with

12% employee share of health insurance premiums) for so long as the employee remains disabled from work and on approved leave.

7. Other accumulated fringe benefits such as seniority, retirement, service credits, sick pay, vacation pay, etc., will be preserved at the level earned as of commencement of the leave, but will not accrue further during any such unpaid leave period.

Employees who do not meet the criteria set forth in Number 1 above but who have completed their Introductory Period and who are in positions budgeted at twenty (20) or more hours a week, are also eligible for leave under slightly different terms. Consult the Personnel Department at (617) 349-4332 or (617) 349-4242 (TTY) for more information and/or to obtain further information on the paperwork needed for leave approval.

Personal/Educational Leave

Depending upon the work record of the requesting employee and its impact on the department, the City may be willing to consider a limited leave of absence for employees for personal or educational reasons. Such leaves are not routinely granted because of their impact on departmental operations. Thus they may be limited to employees with exemplary work records. If you are planning such a request, discuss it with your supervisor. All leave requests must be approved by the department head and the City Manager.

Small Necessities Leave Act

Eligible employees may be entitled to twenty-four (24) hours of unpaid leave per calendar year to attend school appointments for children and medical and dental appointments for children and elderly relatives, or other professional services related to elder care, in accordance with State and Federal laws:

1. Employees are eligible if they have been actively employed for 12 months, and have worked at least 1250 hours (an average of 25 hours per week) during those 12 months;

2. Each eligible employee may use up to 24 hours of leave during any one calendar year period;

3. A "child" is a biological, adopted, or foster child, or a stepchild or legal ward or a child of a person standing *in loco parentis* to the child. The child must be under 18 years of age or over 18 years but incapable of self-care;

4. An "elderly relative" is someone at least 60 years old who is related by blood or marriage to the employee;

5. An employee is required to provide certification for leave requested under this Act. Certification forms are available from the personnel department.

6. Small Necessities Leave time is in addition to time provided by the Family/Medical Leave Act. If available, and with the approval of your supervisor, personal or compensatory time may be used for these purposes in blocks of two (2) hours or more.

Consult with the Personnel Department at (617) 349-4332 or (617) 349-4242 (TTY) for more information and/or to obtain information on documentation procedures needed for Small Necessities Leave.

MILITARY LEAVE

The City grants Military Leaves of Absence pursuant to the provisions and requirements of federal and state law to employees who are ordered to military service for either Military Training Leave or Military Service Leave. The Military Training Leave normally should not exceed 17 days annually. The Military Service Leave generally does not exceed four years. Contact the Personnel Department if you are interested in more details about this program.

MATERNITY/PATERNITY LEAVES OF ABSENCE

It is the policy of the City of Cambridge to grant a leave of absence for pregnancy, childbirth, and parenting to its eligible employees in order to continue the employment relationship through a period of pregnancy, recovery from childbirth, care and nurturing of the newborn and upon adoption. In order to encourage the continuation of the employment relationship and assist the family, the City has established the following policies:

1. All employees actively employed for twelve (12) months who have worked at least 1250 hours (an average of twenty-five (25) hours per week) are eligible for a maternity/paternity leave of up to six (6) months after childbirth or adoption.

2. Upon expiration of said leave, the employee will be reinstated to the former job title held so long as that position still exists. Depending upon the circumstances, the particular assignment cannot be guaranteed.

3. Such leave may be taken any time following the sixth month of pregnancy, or at any time as specified by the employee's physician.

4. The prospective mother may use accumulated vacation and personal leave time during such leave. In the case of pregnancy she may also use up to eight (8) weeks of accumulated sick leave, during the disability portion of maternity leave, i.e. the first eight (8) weeks. If the disability portion of the leave is longer than eight (8) weeks, then a physician's statement certifying continuing disability must be submitted, and additional accumulated sick leave may be taken. In the case of adoption, up to seven (7) days of sick leave may be taken.

5. The prospective father may use accumulated vacation and personal leave time and up to a maximum of seven (7) accrued sick leave days during the leave.

6. The employee will be responsible for the regular employee share of any health and life insurance plans during the disability portion of the leave and the first twelve (12) weeks of unpaid leave. For leave in excess of twelve (12) unpaid weeks the employee will be responsible for 100% of the cost of the plans.

7. Similar to other leaves, failure to return to work upon the expiration of a maternity or paternity leave will be considered to be a voluntary termination severing employment and benefit rights, unless the employee has received a written extension prior to the expiration date.

8. Other accumulated fringe benefits such as seniority, retirement, service credits, sick pay, vacation pay, etc., will be preserved at the level earned as of commencement of the leave, but will not accrue further during any such unpaid leave period.

Employees who do not meet the criteria set forth in Number 1 above but who have completed their Introductory Period and who are in regular positions budgeted for at least twenty (20) hours per week are also eligible for a maternity or paternity leave of up to six (6) months under slightly different terms regarding health and life insurance. Consult the Personnel Department at 349-4332 for more information and/or to obtain further information on the paperwork needed for leave approval.

REINSTATEMENT AFTER LEAVES OF ABSENCE

If you fail to return to work on the designated date, your employment will be ended as an employee initiated separation.

HEALTH CARE COVERAGE

The City offers very comprehensive health coverage benefits to qualified employees, at very competitive rates. Questions about the plans and procedures should be directed to the Personnel Department at (617) 349-4337 or (617) 349-4242 (TTY).

New employees have thirty (30) calendar days from their date of hire to sign up for health insurance benefits, which may be either a health insurance plan or the health insurance waiver if eligible. Failure to do so will make you ineligible to enroll for health coverage until the next open enrollment period.

The City will pay 88% of the cost of the City health coverage for you, and 88% of the cost of coverage of your eligible dependents. You pay 12% of the cost through payroll deduction. Your payments toward your health insurance premiums are made on a pre-tax basis, and thus do not count toward taxable income.

Dependents are covered by signing up for a family plan. Dependents include your spouse and children who are under age nineteen (19) and full-time students under age twenty-five (25). Adding

members to the plan can be done by notifying the Personnel Department of the change within thirty (30) days of the event (e.g., the birth of a child, marriage)

The City currently offers several Health Maintenance Organizations (HMOs) as our primary health coverage options. These plans provide comprehensive, first dollar coverage (i.e., no or low deductibles and co-pays) through special networks of some of the finest doctors, hospitals and other providers in the state and region, without waiting periods or pre-existing condition limitations.

We also offer, as a health insurance option, a policy of major medical and surgical coverage. Although this plan is less expensive to the employee, coverage is very limited, compared to coverage provided by the HMO's. We do not recommend this coverage except for someone prepared to pay a significant amount of money out of pocket for health care.

Detailed information about each of the offered plans is available from the Personnel Department, at (617) 349-4337 or (617) 349-4242 (TTY) or the Payroll Representative in your department.

Payments in Lieu of Health Coverage

Some employees may have health insurance coverage through another employer, spouse, or other means. If you have alternative coverage, not paid or sponsored by the City, and you wish to waive City coverage, we will pay you a stipend (non-union stipend is $1000, unionized employees should consult their collective bargaining agreement for current amount), as a payment in lieu of health coverage. This allows you more flexibility in selecting the benefits you need and may prevent the City from wasting money on unnecessary, duplicate coverage. Should the alternative coverage be lost through no fault of your own during the year, you may elect to join one of our plans, without waiting for open enrollment, and without waiting periods or preexisting condition limitations to the maximum extent allowed by law.

Employees whose alternative coverage is paid through the City of Cambridge are not eligible for the waiver.

Open Enrollment

Once you select a health carrier, you keep that coverage until the next open enrollment period, generally in late January or early February. At that time you may decide to switch to another plan, drop coverage if appropriate, or enroll for coverage if not currently covered. If you are satisfied with your coverage, you need do nothing; coverage will continue. Changes are effective April 1.

Continuation of Coverage (COBRA)

In the event of termination of your employment with the City or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right (under federal COBRA legislation) to continued coverage under our health insurance program for a

limited period of time at your or their own expense. (This does not affect any conversion to non-group coverage that may be provided under your health policy). Consult the Personnel Department at (617) 349-4337or (617) 349-4242 (TTY) for details.

LONG TERM DISABILITY COVERAGE

The City provides Long Term Disability (LTD) insurance to most managerial and non-union employees budgeted for 20 or more hours per week. The coverage is provided at no cost to the employee and provides a 60% wage replacement benefit (up to $6000 per month) for employees totally disabled from work due to a non-job related disability, after a minimum six month waiting period and after sick leave benefits are exhausted. Benefits end upon recovery, retirement, or upon reaching age 65. Consult the Personnel Department for more information about the coverage.

DENTAL AND VISION

Dental and Vision benefits are available though the City's Public Employees Dental and Vision Fund, with some exceptions. The City provides insurance for routine dental care and subsidizes more extensive services such as orthodontics through Guardian Dental Insurance, in cooperation with a joint labor management trust plan. Limited reimbursement for vision examinations, lens, and frames is also available through the Dental and Vision Fund. Eligibility is restricted to regular full time employees and their families. The City currently pays $14 per week, and employees pay $1 per week for the cost of coverage. Employees must complete enrollment forms within 30 days of hire.

Eligibility, employee cost, and plan coverage may be different for employees covered by collective bargaining agreements. Please contact the benefits office at (617) 349-4337 or (617) 349-4242 (TTY), or the Plan Administrator of the Public Employees Dental & Vision Fund at (617) 354-1110 if you have questions about your dental and vision coverage.

Employees who receive benefits through a Teamsters collective bargaining agreement should call TeamstersCare at (617) 241-9220 for an explanation of benefits.

EMPLOYEE ASSISTANCE PROGRAM

The City sponsors an Employee Assistance Program (EAP) for full-time employees and their families. This is a program of confidential, (to the extent permitted by law), professional short-term counseling and referral for employees and family members who are experiencing difficulty in their personal or work lives. Counseling is available for a wide range of problems including addictions, alcohol, anxiety or depression, child care/elder care issues, domestic violence, family conflicts, financial difficulties, gambling, grieving, stress, work conflicts, and other personal problems. Counseling is provided by outside professionals who contract with the City to provide confidential assistance. The EAP and the City regularly send out information about our program so that you can contact them confidentially. The EAP can be reached on a 24-hour basis at 1-800-451-1834. You can

also call the Personnel Department at (617) 349-4337 or (617) 349-4242 (TTY) with questions regarding the EAP.

FLEXIBLE SPENDING ACCOUNT

The City offers most regular employees the opportunity to set aside a limited amount of money each calendar year on a pre tax basis, to pay for medical expenses not covered by health insurance (e.g., co-payments, glasses, hearing aids, etc.), or for qualified expenses in dependent (e.g., child or elder) care. For employees who can anticipate and plan for such expenses annually, this plan allows reimbursement for those expenses from wages, which are not subject to taxation after being set aside through payroll deduction for this purpose. Employees are cautioned to make a realistic assessment of expenses anticipated for reimbursement each year, because, pursuant to federal tax rules, any funds set aside for which there is no expense to qualify for reimbursement may not be refunded to the employee. Those monies are lost to the employee and revert to the City. Contact the Personnel Department at (617) 349-4337 or (617) 349-4242 (TTY) for more details.

LIFE INSURANCE

If you are a regular full-time employee of the City, or a part-time employee in a position budgeted for twenty (20) or more hours a week, you are eligible to be covered by our Group Life Insurance. This insurance is payable in the event of your death from any cause, at any time or place, while you are insured. Payment will be made in a lump sum or in installments to the beneficiary, as designated by you. You may change your beneficiary whenever you wish by submitting the appropriate documents to the Personnel Department.

The City offers a $5,000 Basic Group Term Life Insurance plan for which the City pays 75% of the premium. New employees must enroll within thirty (30) days of hire. The City also offers Optional Term life insurance coverage up to your base salary minus $2,000 with a maximum of $74,000, at 100% employee pay. This plan is not portable and terminates at age 75. Contact the Personnel Department at (617) 349-4337 or (617) 349-4242 (TTY) for more information.

DEFERRED COMPENSATION

The City provides employees with access to a Deferred Compensation Plan which allows employees to invest a portion of their wages through payroll deduction on a tax deferred basis in a variety of investment vehicles such as stock and bond mutual funds, guaranteed accumulation accounts, and money market funds. The purpose for this plan is to provide supplemental savings for retirement only. The plan should not be used for general savings or as a reserve against unanticipated expenses, as there may be significant restrictions as well as tax and other penalties for premature withdrawal. You can generally enroll or change your level of contribution at any time. Contact the Personnel Department at (617) 349-4337 or (617) 349-4242 (TTY) for more information.

GETTING TO WORK

MBTA Pass Program

In order to reduce auto use in Cambridge, the City subsidizes the cost of "T" passes by reimbursing full-time employees and those in positions budgeted for at least sixteen (16) hours per week for 65% of the cost of a monthly "T" pass, up to $100 per month, for passes purchased through payroll deduction. See your departmental payroll representative to participate. Some unions provide a somewhat different benefit. Consult your supervisor, or the Personnel Department at (617) 349-4332 or (617) 349-4242 (TTY) for more information.

Parking Garage

For those who cannot use the "T", subsidized parking is available at a municipal parking garage in Central Square, several blocks from City Hall. Please contact the Traffic department at (617) 349-4700 for more information.

CAMBRIDGE MUNICIPAL EMPLOYEES CREDIT UNION

After six (6) months service, regularly budgeted employees are eligible to join the Cambridge Municipal Employees Credit Union. The credit union is a cooperative organization operated by members for their mutual financial assistance. Deposits and payments to the credit union can be made by payroll deduction. To learn more about the program, contact the Credit Union at (617) 547-1900.

RETIREMENT PLAN

The City of Cambridge has a mandatory retirement plan for nearly all public employees who are regularly employed on a permanent full-time basis and part-time (20 hours or more) basis. This plan is portable amongst all government (municipal) employment in the State of Massachusetts. The plan affords a lifetime benefit to employees, once vested and upon attaining the acquired age. Options at retirement allow for a continued benefit for certain beneficiaries.

The plan includes provisions for vested minimum retirement as early as age fifty-five (55) with ten (10) years of creditable service. Benefits improve at later ages and with more service. Disability retirement benefits are also available for permanently disabled employees meeting certain other qualifications.

Retirement contributions are withheld from all regular compensation at the rate of 9%, with an additional 2% for compensation in excess of $30,000, for all those hired after July 1, 1996. If another governmental unit previously employed you and you have contributions held by another system, your contribution rate may be different and you should notify the City immediately.

The Cambridge Retirement System is governed by Massachusetts General Laws, Chapter 32. The Public Employee Retirement Administration Commission is the regulatory authority, which oversees all retirement systems in the state of Massachusetts. The system is administered by five board members, two of whom are elected by the membership, one who is appointed by the City Manager, one who is appointed by four board members, and the City Auditor who sits ex-officio

Further details regarding employee contributions, vesting, administration, investments, etc. are provided in separate literature from the Retirement Board, which you should receive when you are first hired or during your new employee orientation.

The office of the Cambridge Retirement System is located at 255 Bent Street which is on the corner of 6th and Bent Streets. The office is on the 3rd floor and is open between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday. The telephone number is (617) 868-3401 and the fax number is (617) 868-3477. You can also reach the staff by e-mail at Director@cambridgeretirementma.gov.

CONCLUSION

The City of Cambridge is a great place to work. To be successful here you need to know your job; to work at it diligently and cooperatively with your fellow employees; treat members of the public as our valued customers, with respect and courtesy; maintain good attendance; and earn the reputation for being counted on to do your very best. In return, we will strive to assure that you feel supported, in an environment of mutual trust and respect. You will be well compensated, receive excellent benefits, and have reasonable opportunities for advancement. Best of all, you will have the opportunity to work with and serve some of the most interesting and dedicated people anywhere.

We wish you every success with the City.

Addendum

Updates as of September 2012

Page #	Section Title	Revised Text
7	Work Schedule	The normal workweek consists of five (5) days, with a work week totaling 37.5 or 40 hours, Monday through Friday Regular office hours at City Hall and many other municipal buildings are Monday 8:30-8:00, Tuesday through Thursday 8:30-5:00, and Friday 8:30-12 noon. Lunch Monday through Thursday is 45 minutes (unpaid). Your particular hours of work and the scheduling of your lunch period will be determined and assigned by your supervisor or department head. Depending on your individual schedule, union contract, and/or flex time arrangements, you are required to take either a one (1) hour, 45 minute, or a one half- (1/2) hour paid or 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 departmental policy on lunch and breaks
10	Counseling and Treatment	Employee Assistance phone number is 1-800-828-6025
23	Training Opportunities	The City encourages employees to improve their job-related skills by attending in-service training programs that are offered periodically on or off site. Courses are offered regularly in the areas of general business skills development, computer skills, management training, and health and lifestyles. These are listed in the City's monthly Training Calendar. If there are particular areas in

		which you believe you would benefit from additional training, discuss the matter with your supervisor. Although not all requests can be accommodated, every effort will be made to tailor training to particular departmental and individual needs.
23	Tuition Assistance	The City sponsors a limited tuition assistance program for full-time employees and those working in regular positions budgeted at twenty (20) hours per week or more. Each fiscal year managerial and non-union employees may receive tuition reimbursement or advance payment up to $2000 for courses taken at any accredited college or university that are job or degree related, pre-approved for payment, and successfully completed. There is also a $200 book reimbursement available. This program may be different or not available to some unionized employees. Contact the Personnel Department at 349-4338 for more details.
23	Scholarship Opportunities	Several local colleges offer special programs to aid City of Cambridge employees in furthering their education: Harvard University provides three scholarships per term to City employees to attend the Harvard Extension School, in memory of the late Mayor Leonard J. Russell. Applications for the program are made directly to Harvard University. The Personnel Department sends out notifications when applications are available. A partnership between the City of Cambridge, the Cambridge Public Schools, and Bunker Hill Community College brings affordable college level courses to the City. Courses are often offered at Cambridge Rindge and Latin High School
28-29	Workers' Compensation	No deductions, including taxes, union dues, credit union contributions, and medical insurance, are taken from Workers' Compensation payments. Employees are offered the opportunity to continue

		medical coverage at their typical contribution level of the full monthly cost. Because no deductions can be made from a workers' compensation check, it is the employee's responsibility to maintain separate, up to date insurance payments to the City's Personnel Department.
30	Sick Time and Return to Work	For non union employees, sick days accumulate from year to year to a maximum of four hundred fifty (450) days. You are encouraged to accumulate your sick leave days for use in case of major or catastrophic illness. If you have unused sick days available at the time of retirement, death, or loss of employment due to layoff or elimination of position without fault on your part, up to four hundred fifty (450) of those days may be converted to cash. For non-union employees, the first 100 days are eligible for buy-back at $50 per day. Days 101-200 are eligible for buy-back at $80 per day. Days 201-300 are eligible for buy-back at $100 per day or 50% of the current daily rate, whichever is smaller (but no less $80) and Days 301-450 are eligible for buy-back at $130 per day or 50% of the current daily rate, whichever is smaller (but no less than $100). This benefit does not apply to persons who leave employment voluntarily before retirement or as a result of disciplinary action. Some union contracts provide different benefits. Consult your supervisor or the Personnel Department at (617) 349-4332 or (617) 349-4242 (TTY) for more information. Attendance upon members of the employee's immediate family whose illness requires the care of such employee, provided that no more than nine (9) working days with pay will be granted to such employee in any one calendar year, not to exceed earned sick time available. A doctor's note may be required
31	Recognized Holidays	Replace Bunker Hill Day with Floating Holiday (actual day determined each year) Christmas Eve is now a full day holiday for non

		union employees
32-33	Amount of Vacation	Beginning January 1, 2007, new hires will be eligible for three weeks of annual vacation for each year of service. Non-Union and Management employees will be credited with four (4) weeks of vacation after five (5) years of service and five (5) weeks of vacation after fifteen (15) years of service. Current non-union and management employees will receive such additional vacation credit for use in 2007 as appropriate to fit with this new vacation schedule. New hires will receive vacation credits in the same way sick leave is credited to new employees, i.e. 1.5 weeks after six months of service and 1.25 days for each month of service thereafter until the subsequent January 1, when they will be credited with three weeks of vacation time.
34	Administrative Days	Administrative days must be used within twelve (12) months of being earned and cannot be carried over or converted to cash.
38	Health Care Coverage	Effective July 1, 2012, non-union management employees, and employees covered by settled collective bargaining agreements will have their health insurance contributions adjusted to 20%. As of September 1, 2011, employees newly hired into benefitted positions will contribute 25%.
39	Payments in Lieu of Health Coverage	Non union stipend is $1,600 as of September 2011.
39	Open Enrollment	Once you select a health carrier, you keep that coverage until the next open enrollment period, generally in late January or early February. At that time you may decide to switch to another plan, drop coverage if appropriate, or enroll for coverage if not currently covered. If you are satisfied with your coverage, you need do nothing; coverage will continue. Changes are effective April 1.
40	Dental and Vision	Dental and Vision benefits are available though the City's Public Employees Dental and Vision

		Fund, with some exceptions. The City provides insurance for routine dental care and subsidizes more extensive services such as orthodontics through Delta Dental Insurance, in cooperation with a joint labor management trust plan. Limited reimbursement for vision examinations, lens, and frames is also available through the Dental and Vision Fund. Eligibility is restricted to regular full time employees and their families. The City currently pays $17.75 per week, and employees pay $4.75 per week for the cost of coverage. Employees must complete enrollment forms within 30 days of hire.
40	Employee Assistance Program	The City sponsors an Employee Assistance Program (EAP) for full-time employees and their families. This is a program of confidential, (to the extent permitted by law), professional short-term counseling and referral for employees and family members who are experiencing difficulty in their personal or work lives. Counseling is available for a wide range of problems including addictions, alcohol, anxiety or depression, child care/elder care issues, domestic violence, family conflicts, financial difficulties, gambling, grieving, stress, work conflicts, and other personal problems. Counseling is provided by outside professionals who contract with the City to provide confidential assistance. The EAP and the City regularly send out information about our program so that you can contact them confidentially. The EAP can be reached on a 24-hour basis at 1-800-828-6025. You can also call the Personnel Department at (617) 349-4337 or (617) 349-4242 (TTY) with questions regarding the EAP.
41	Life Insurance	The City offers a $5,000 Basic Group Term Life Insurance plan for which the City pays 75% of the premium. New employees must enroll within thirty (30) days of hire. The City also offers Voluntary Term life insurance with employee cost based on age. Contact the Personnel Department at (617) 349-4337 or (617) 349-4242 (TTY) for more information.

42	MBTA Pass Program	In order to reduce auto use in Cambridge, the City subsidizes the cost of "T" passes by reimbursing full-time employees and those in positions budgeted for at least sixteen (16) hours per week for 65% of the cost of a monthly "T" pass, up to $120 per month, for passes purchased through payroll deduction. See your departmental payroll representative to participate. Some unions provide a somewhat different benefit. Consult your supervisor, or the Personnel Department at (617) 349-4332 or (617) 349-4242 (TTY) for more information.
43	Retirement Plan	The office of the Cambridge Retirement System is located at100 CambridgePark Drive, Suite 101 Cambridge, MA 02140. The telephone number is (617) 868-3401 and the fax number is (617) 868-3477. You can also reach the staff by e-mail at Director@cambridgeretirementma.gov.