

CAMBRIDGE REDEVELOPMENT AUTHORITY

PERSONNEL POLICY

REVISED: 10-23-2008

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November 1, 1963

Development Program
Cambridge Redevelopment Authority

PERSONNEL POLICY

Approved by Cambridge Redevelopment Authority

February 5, 1964

Amendment:

- | | |
|---|--------------------|
| (1) Vacation leave accrual | December 15, 1966 |
| (2) Travel and moving expense payments | August 2, 1967 |
| (3) Sick leave Advance | February 07, 1968 |
| (4) Vacation Leave Allowance | June 16, 1970 |
| (5) Travel allowance | June 16, 1970 |
| (6) Working hours, overtime, overtime payment | June 23, 1970 |
| (7) Maternity Leave | January 31, 1973 |
| (8) Court Leave | January 31, 1973 |
| (9) Travel allowance | January 24, 1980 |
| (10) Sick leave payment | October 16, 1985 |
| (11) Vacation leave payment | October 24, 1985 |
| (12) Leave Regulations (Holidays) | May 12, 1989 |
| (13) Involuntary Separation Severance Pay | August 10, 1990 |
| (14) Compensation — Longevity Pay | December 15, 1993 |
| (15) Compensation — Disability Insurance | December 15, 1993 |
| (16) Travel — T Pass Subsidy | September 29, 2006 |
| (17) Personal Days | September 29, 2006 |
| (18) Sick Buyback | September 29, 2006 |

(19) Holiday Christmas Eve

October 23, 2008

(20) Payment in Lieu of Health Coverage

October 23, 2008

1. BASIC PRINCIPLES

(a) Merit System

The employment of personnel and all other actions affecting employees shall be based solely on merit, ability and experience, subject to the law.

(b) Non —discrimination

There shall be no discrimination against employees or applicants for employment on account of race, creed, color, national origin, sex, or any political or union affiliation.

(c) Politics

All officers and employees of the Authority shall be subject to the provisions of the Hatch Act, Public Law 252, 76th Congress. No person shall be employed by this Authority who holds membership in an organization found by the Attorney General of the United States to be subversive.

2. ORGANIZATION

(a) Organization Plan

All positions shall be established in accordance with an organization plan clearly setting forth areas of responsibility and authority.

(b) Delegation of Authority

Every employee shall be given the authority necessary to perform his assigned duties.

3. POSITION DESCRIPTION

(a) Position Description

The duties and responsibilities of every position shall be communicated to each employee.

4. COMPENSATION

(a) Technical Personnel and Maintenance Employees.

Appropriate compensation rates shall be paid on the basis of prevailing rates in the locality as determined by the appropriate Federal or State Agency to the extent required by law.

(b) All Other Employees.

Appropriate compensation rates shall be determined on the basis of prevailing pertinent local public and private practice. Public practice as referred to here shall consist primarily of the related regulations of governmental units or agencies or of such local public bodies as schools, hospitals, or other institutions supported by public funds. Private practice as referred to here shall be limited to related practices or organization in the field of planning, development, property management, etc., with operations comparable in size and scope to those of the Authority.

(c) Longevity Pay

All permanent employees are eligible to receive a longevity payment on the first pay period of January and on an annual basis in accordance with the following schedule:

0- 5 Years	\$ -0-
6- 10 Years	\$ 500.00
11-15 Years	\$ 1000.00
16- 20 Years	\$ 1500.00
21 and more years	\$ 2000.00

(d) Disability Insurance

All employees-are-entitled-to-long-term disability insurance-available through the Group Insurance Commission, the premiums for which shall be paid by the Authority.

5. AUTHORITY TO EFFECT PERSONNEL ACTIONS

Authority to appoint, fix compensation, promote, transfer, suspend, demote and separate personnel shall be vested in the Authority.

6. SELECTION OF APPLICANTS

Persons desiring employment shall file a written application setting forth their qualifications, experience, references and other information as may be required.

7. SEPARATIONS

(a) Resignations

An employee who desires to terminate employment shall submit a written resignation at least two weeks in advance, setting forth the reason for resigning.

(b) Dismissals

An employee who gives unsatisfactory service or who is guilty of violation of regulations shall be subject to dismissal in accordance with Chapter 299 of the Acts of 1958.

(c) Reduction In Force

(1) If it is necessary to reduce personnel, the selection of employees to be retained shall be based primarily on their relative efficiency and the necessity of the job involved, except as provided in Chapter 299 of the Acts of 1958.

(2) At least two weeks notice prior to dismissal shall be given an employee except for persons employed for a specific period.

(d) Involuntary Separation Severance Pay

Having involuntarily separated an employee due to lack of work or lack of funds, this policy is adjusted respecting (1) the payment of accrued vacation leave (2) compensatory leave and (3) sick leave.

8. SUSPENSIONS

An employee may, subject to any applicable provisions of Chapter 299 of the Acts of 1958, be suspended by the Executive Director from duty without pay for a period not to exceed fifteen working days:

- (1) For disciplinary reasons, or
- (2) Pending investigation by the Executive Director of charges. If investigation does not bear out the charges and the employee is retained, the employee shall be paid for the period of suspension.

9. WORKING HOURS

- (a) The regular work week shall consist of 40 hours for hourly-rate employees, and 37 1/2 hours for salaried employees, Monday through Friday.

Working hours for hourly employees, except for personnel assigned to special programs and/or activities, shall be 8:30 A.M. to 5 P.M. with 1 hour off for lunch.

Working hours for salaried employees, except for personnel assigned to special programs and/or activities, shall be 8:30 A.M. to 5 P.M. with 1 hour off for lunch.

Working hours for hourly employees assigned to special programs shall be in accordance with the terms and conditions contained in contract(s) for such programs and/or required by the special program Director, and approved by the Executive Director.

The working hours may be adjusted at the discretion of the Executive Director.

- (b) Overtime work in excess of the regular work week may be required in the interest of efficient operation of Authority activity. All employees are expected to cooperate when the need for such work arises
- (c) Payment of overtime work may be made, as provided below, if such work was necessary and authorized by supervisory staff, and approved by the Executive Director.
 - (1) Payment of each hour of authorized and approved overtime work for secretarial and hourly-rate personnel shall be at the rate of 1 1/2 times the normal rate of pay. Such payment shall be made in the pay period immediately following the work week during which overtime work was performed.
 - (2) Payment for each hour of authorized and approved overtime work for all employees other than secretarial and hourly-rate personnel may be in the form of compensatory time, or time off during the regular work week, on an hour-for-hour basis.
 - (3) No payment shall be made, nor any credit carried forward to any other payroll period, for accumulated overtime work of less than one hour in any week.
 - (4) Compensatory time may be authorized up to 150 hours per year. Up to 75 hours may be carried over from one year to the next, but in no event may an employee take more than 150 hours of compensatory time off in one fiscal year.
 - (5) Compensatory time may not be earned in units less than one hour.

- (6) No compensatory time may be earned for work done at home.
- (7) Overtime worked by employees over the 150 hour limit will be noted in the employee's personnel record and, with special authorization, may be recognized for purposes of extended sick leave.
- (8) Effective August 10, 1990, due to an involuntary separation, an employee shall be granted payment of up to thirty days (225 hours) of compensatory leave at the employee's current salary rate.

10. LEAVE REGULATIONS

(A) Holidays

The following holidays with pay shall be observed.

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Patriots' Day	(Day After)
Memorial Day	Christmas
Independence Day	Christmas Eve
Labor Day	

At the discretion of the Authority, any other day being observed by the municipality may be included as a holiday with pay.

(B) Vacation Leave

- (1) Each permanent and/or temporary employee who has been regularly employed by the Authority for at least three months shall be credited with vacation leave for each month of employment as follows:
 - a) One day for employees with less than five years of service.
 - b) One and one-half day for employees with not less than five years of service.
 - c) Two days for employees with not less than 10 years of service.
 - d) Vacation leave for part-time employees shall be pro-rated and based on the foregoing amounts.
- (2) Vacations will be granted by the Executive Director at such time as in the opinion of the Executive Director will cause the least interference with the performance of the regular work of the Authority.
- (3) A day's vacation is a regularly schedule day off. If a paid holiday occurs during the vacation period, it is not counted as a day of vacation.
- (4) Vacation leave not taken by employees may be accumulated, not to exceed thirty (30) days, unless otherwise approved by the Authority. All vacation leave is subject to the Authority's work requirements.
- (5) Accrued vacation leave over the thirty (30) day limit shall be noted in the employee's personnel record and, with special authorization of the Authority, may be recognized for purposes of extended sick leave with pay. Further, upon separation, death, or retirement of an employee,

payment for any vacation leave in excess of the above noted limit shall be made to the employee at the rate of 100% of the employee's regular salary. Said excess, at the 100% rate, shall not exceed sixty (60) days.

(C) Sick Leave

- (1) Permanent employees, and in the case of temporary employees, persons who have been employed by the Authority continuously for at least three months shall be entitled to sick leave with full pay in accordance with the provisions of these rules and regulations.
- (2) A leave of absence granted under these rules and regulations shall be known as Sick Leave and shall be granted for the following reasons only:
 - a) Personal illness or physical incapacity to such an extent as to be unable to perform the duties of his or her position.
 - b) Attendance upon members of the family within the household of the employee, whose illness requires the care of such employee, provided that not more than seven working days with pay shall be granted to such employee for this purpose in any one calendar year, not to exceed earned sick leave available and to be deducted from sick leave available.
 - c) Enforced quarantine when established and declared by the Department of Health or other competent authority for the period of such quarantine only, and not to exceed earned sick time available.
 - d) Death of a mother, father, husband, wife, child, brother or sister, or other members-of the immediate household, provided that-in such cases that leave shall not extend beyond the date of burial of said deceased person.
 - e) Death of other relatives provided that in such cases the leave with pay shall be for not more than one day to permit attendance at the funeral of said person.
- (3) Sick leave with full pay for permanent employees subject to the provisions of the above rules and regulations shall be fifteen working days recorded on January 1 of each year . Such annual sick leave of fifteen working days with pay, when not used, shall be cumulative, but the accumulated and unused portion on such sick leave shall not exceed four hundred (400) days at any one time, regardless of length of service.
- (4) Sick leave will not be allowed unless notification is given of the illness by the employee , his family, of his family physician, within a reasonable

period after the time schedule to start work, otherwise sick leave shall not begin until after notification has been received.

- (5) If the absence is more than five days, or if there are repeated absences of shorter duration , a statement from the employee's physician may be required stating the form and extent of the employee's illness or disability. Subsequent certificates may be requested at the discretion of the Executive Director.
- (6) With the special permission of the Authority sick leave may be advanced but not in excess of fifteen days.
- (7) If an employee who is indebted to the Authority for advanced sick leave should separate from the Authority , the employee shall refund the amount paid for the period in such excess, or deduction thereof shall be made from any salary or retirement contributions due him. The Authority shall keep accurate records of all sick leave.
- (8) A part-time employee with permanent status will be allowed such proportion of sick leave credit as the actual part-time service bears to full time service.
- (9) Employees granted leave of absence without pay shall not accrue leave during said layoff or leave of absence, but upon resumption of active employment may have available the sick leave accrued before the time of such layoff or leave of absence.
- (10) Sick leave with pay shall not be allowed to any employee by reason of dissipation or immoral conduct.
- (11) Willful violation of any of the rules and regulations promulgated hereunder or the willful making of any false report regarding sickness, or the making of false claim for sick leave, shall subject the employee chargeable therewith liable to restitution and disciplinary action.
- (12) Employees receiving compensation under the provision of the Workman's Compensation Law, may draw on accumulated sick leave while it lasts to make up the difference in the regular weekly pay of an employee while receiving Workman's Compensation.

An employee taking annual vacation leave while receiving Workman's Compensation , shall receive his or her regular weekly pay, chargeable to vacation leave and this will not affect sick leave during this period .

- (13) No right of action shall accrue to any employee as a basis for recovery of pay for any unused sick leave. Death or separation from service shall terminate any and all rights under these rules and regulations for any such unused sick leave, except as provided for below.

(14) All rules and regulations or parts of rules and regulations inconsistent with The following provisions of this rule are hereby repealed.

- (i) Effective September 26, 2006, 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 buyback at \$50.00 per day. Days 101-200 are eligible for buy-back at \$80.00 per day. Days 201-300 are eligible for buy-back at \$100.00 per day or 50% of the current daily rate, whichever is smaller. Days 301-400 are eligible for buyback at \$130/Day or 50% of the current daily rate , whichever is smaller. This benefit does not apply to persons who leave employment voluntarily before retirement or as a result of disciplinary action.
- (ii) Employees shall be granted fifteen (15) days of sick leave per year on January 1St of each year, however, new employees shall not be granted sick leave for their first six months and thereafter they shall be credited with 7 1/2 days in addition to be granted one and one quarter (1 Vi) days per month until the next January 1st following their employment. The accumulation of sick leave is limited to 400 days.
- (iii) Employees shall not accumulate further sick leave from year to year until such time as the accumulated total falls below the maximum accumulations described above. At that time, they shall be permitted to accumulate unused sick leave at the rate of fifteen (15) days per year provided the total accumulation is not greater than the maximum accumulation described above.
- (iv) Effective August 10, 1990, due to an involuntary separation, an employee shall be granted payment of up to fifteen(15) days of sick leave accrued and not utilized in the current calendar year at the employee's current salary rate.

(D) Leave of Absence

A permanent employee may be granted by the Authority a leave of absence without pay, not to exceed three months. This time off is not counted towards service and salary increments, sick leave, or vacation benefits.

- (1) The CRA recognizes the importance of personal and family responsibilities of its workforce and provides time away from work to eligible employees in accordance with the Family and Medical Leave Act (FMLA)of 1993. FMLA entitles eligible employees up to 12 weeks of unpaid leave during a twelve month period. CRA bases approval of a

family or medical leave of absence upon several factors, including length of employment, hours worked, and the reason for the leave.

(E) Absent Without Authorization:

- (1) If an employee is absent without proper authorization, deductions shall be made from his pay for the period of absence.
- (2) Absence without proper authorization or approval may be considered sufficient cause for suspension or dismissal at the discretion of the Authority.

(F) Military Reserves

A member of the organized reserved forces of the U.S. Army, Navy or Air Force may take leave with pay for a period of fourteen days in a calendar year for the time spent in the performance of training duty or in going to, or coming from such duty.

A copy of the employee's training duty orders should be presented to the Authority with the request for training leave. Sufficient advance notice should be given the Authority so that it can make arrangements to cover the leave.

(G) Military Leave

An employee who leaves a position to enter military service in time of war or any period of national emergency was declared by the President in connection with national defense or by reason of being drafted or to serve in the National Guard or Military Reserves shall be carried on the rolls in a military leave status and upon s honorable discharge from military service shall be entitled to be restored to the same position or to a comparable position for which the individual is qualified, provided an application for employment within one year from time of separation from military service.

(H) Maternity Leave

It is the policy of the Authority to grant maternity leave of absence in accordance with the provisions of Title VII of the 1964 Civil Rights Act, as amended, and Executive Order 11375, and treat this absence as any other normal temporary disability. All other earned leave may be utilized by an employee for absences due to pregnancy. After using all other earned leave, the Authority shall grant a maternity leave of absence without pay for a reasonable period of time, such time being determined by the attending physician.

An employee shall be entitled to be restored to the same position, or to a comparable position for which the employee is qualified, provided an application to be restored is made within three (3) months from the termination of pregnancy.

Maternity leave shall not be counted toward service and salary increments, sick leave or vacation leave.

(I) Court Leave

A summons or subpoena must be legally served and may be for serving as a witness or for jury duty. All employees, when actually summoned, shall immediately inform the Executive Director. The pay of an employee who has received a subpoena for jury duty or as a witness will continue at the regular rate. All reimbursement received shall be turned over to the Authority to be credited against regular salary. Payment by the court to the employees for travel expenses at the prevailing rate may be retained by the employee.

(J) Personal Leave

All employees are eligible for two (2) Personal Days a year after six-month employment; said personal days to be used in increments of two (2) hours to cover personal business subject to the prior approval of the Executive Director.

11. HEALTH & SAFETY

Employees shall be provided safe, sanitary, and healthful working conditions. Employees shall be covered by Workman's Compensation Insurance.

Payment in Lieu of Health Coverage: Maximum annual stipend is \$1500.00, to be treated as income, as of date of enactment.

12. EMPLOYEE RELATIONS

Employees shall have to right to designate representatives of their choosing. Employees shall be free to join, or refrain from joining, employees' unions. In so doing, employees shall be assured of freedom from restraint, interference, discrimination and reprisal.

13. SERVICE RECORDS

A service record shall be maintained for every employee and shall contain complete information pertinent to his employment, including dates of employment and pay changes.

14. TRAVEL

- (a) Members of the Authority, employees, consultants, and agents may perform official travel upon authorization by the Authority or as authorized by the Chairman and the Executive Director.
- (b) Transportation costs for such persons authorized to travel on official business of the Authority shall be paid by the Authority. First class rail and Pullman accommodations, or less-than-first class air accommodations, shall be the standard means of transportation. First-class air accommodations may be used only when necessary for the performance of official business or when less-than-first-class accommodations are not available or because of physical impairment, and such facts are stated on the travel expense voucher. Costs of taxi fare, telephone calls, telegrams, secretarial services, the rental of automobiles, and conference space, and similar items necessary for the performance of official business, shall be considered reimbursable items.
- (c) In addition to reimbursable costs as authorized above, the Authority shall pay actual subsistence expenses properly documented by receipts and other acceptable evidence, but not exceeding \$50.00 a day, for a member, employee, consultant, or agent, on official travel authorized by or on behalf of the Authority. Alternatively, the Authority shall pay, at the discretion of the Executive Director, a per diem allowance in lieu of actual subsistence expenses at a rate not to exceed \$33.00, except for per diem rates for travel to certain "designated high rate geographical areas." Such areas and rates must be in accordance with regulations of the General Services Administration. Computation of per diem amounts shall be in accordance with regulations of the Department of Housing and Urban Development.
- (d) Authorized travel by privately-owned automobiles shall be paid by the Authority at a rate not to exceed the lesser of the mileage rate approved by the General Services Administration or the mileage rate paid by the City of Cambridge for such expenses, in addition to the subsistence outlined above, except that the Authority shall, at its discretion, permit reimbursement at a rate of first class rail fare, plus Pullman, unless it had been determined that travel by privately owned automobile is more advantageous to the Authority. When travel is performed in an automobile owned by the Authority, necessary car expenses and subsistence shall be paid. Tolls paid by the traveler shall be considered a reimbursable item. Whenever automobile travel is involved, signed records of car expenditures and mileage, or of mileage only in the case of a privately -owned automobile shall be submitted and approved before payment. If two or more persons traveled in the same automobile, only one of these persons shall be reimbursed for mileage (if travel is by private car) or for car expenditures (if travel is by Authority- owned car.)
- (e) Use of privately-owned automobiles within the City on Authority business such as travel between projects or making home visits, or the like, shall be paid by the

Authority at a rate not to exceed the lesser of the mileage rate approved by the General Services Administration or the mileage rate paid by the City of Cambridge for such expenses.

- (f) All travel expenses shall be recorded , signed by the traveler, and approved by the Executive Director , prior to reimbursement.
- (g) The Authority may make (1) payment of travel expenses for employment interviews incurred in accordance with appropriate Authority authorization by applicants for professional supervisory positions with the Authority, and (2) payment of moving expenses incurred in accordance with appropriate Authority authorization by new employees, including their immediate families and household goods, and personal effects, for such positions.
- (h) All employees working 16 hours a week or more shall be eligible to receive a 100% subsidy of the T Pass up to \$115 per month, subject to Authorization by the Executive Director.

15. RETIREMENT

Shall be in accordance with the requirements of the Massachusetts Retirement System voted by the Authority at their regular meeting on May 15, 1957.

16. ADMINISTRATION

The Executive Director shall have the primary responsibility of enforcement of the provisions and purposes of this Personnel Policy.

17. AMENDMENTS

Amendment of the above provisions shall be by vote of a majority of the Members of the Authority with or without notice to any employee.