

FOURTH
ANNUAL
REPORT

1954 1955

PERSONNEL DIRECTOR
CITY OF PROVIDENCE

January 19, 1956

To the Honorable Walter H. Reynolds, Mayor
and the Honorable, The City Council

In compliance with the City Ordinance I am submitting the Report of the Personnel Department for the year 1954-1955.

This Fourth Report of the department sets forth the various activities of the department during the year ended September 30, 1955.

As this is the 4th year of operation, it can be said that sound, conscientious progress has been made in the development and establishment of uniform personnel practices throughout the city services.

With the continued support and assistance of department heads and municipal employees, greater strides will be realized toward setting equitable personnel standards and preserving good personnel relationship.

On behalf of the Personnel Department, I wish to extend sincere thanks and appreciation to the Mayor, the members of the City Council, Department Heads and City Officials as well as the employees and all other persons who have given their cooperation to this department.

Respectfully submitted,

Henry J. McLaughlin
Henry J. McLaughlin
Personnel Director

IN CITY COUNCIL

JAN 19 1956

READ:

WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED.

D. Everett Whelan
CLERK

PERSONNEL DEPARTMENT ACTIVITIES

The City of Providence Personnel Department is delegated with the responsibility of administering the personnel policies and transactions that embrace a working organization of approximately 3,300 employees, which represented a salary expenditure in 1954-1955. of more than \$10,173,000.00, exclusive of the School Department. This expenditure for personal service warrants the constant attention and efforts of the administration to promote the best employment practices possible in order to maintain and receive the services due the city and the taxpayers.

During the year, the Classification Plan, Chapter 761, of the City Ordinances was amended by the City Council along with amendments to the Compensation Ordinance, Chapter 762, and 763. The following is a list of the changes that were approved:

NEW CLASSIFICATIONS ADDED:

Assistant to Executive Director (Redevelopment Agency)
Scorekeeper (Recreation)

SALARY ADJUSTMENTS

Amendments
(to Chapter 762)

Additions

Scorekeeper (Recreation) \$ 2.50 per game

Amendments
(to Chapter 763)

	<u>WAS</u>	<u>NOW</u>
Assistant to Executive Director (Redevelopment Agency)	- -	\$ 5,512 - 6,032 yr.
Gateman	\$ 7.25 dy.	2,639 yr.

SICK LEAVE

The Personnel Director directs the sick leave program throughout all city departments excepting the Police and Fire Departments. Copies of the Sick Leave Ordinance are distributed to all new employees so that they might review the benefits due them. All notices of absenteeism are sent to this office where a record is kept of sick leave due each employee. The cost of this program for the year ending September 30, 1955 was \$215,316.51.

In March of this year, the City Council approved an Ordinance stating that, any employee with at least ten (10) years of continuous service who contracts a serious illness may be granted with the approval of the Personnel Director, the Finance Director and the Mayor, a further leave not to exceed ninety (90) days in addition to his accumulated sick leave as of the date said illness occurs.

HOSPITALIZATION

The City of Providence has a contract with the Rhode Island Hospital, under which reasonable medical care and treatment is assured every employee of the City of Providence. Authorization for such treatment is issued by the Personnel Director with approval of the Mayor. During the past fiscal year 528 authorizations were issued at a total cost of \$25,267.76.

EMPLOYEE TURNOVER

Labor turnover in most city departments is generally decreasing. Part of the reason can be attributed to the labor market trend during the past months in this area and to the more equitable salaries made available by the administration.

During the past fiscal year a total of 1081 employees were hired through this office. The terminations during the same period totaled 1016. These terminations were for various reasons ranging from retirement to resignations.

The following schedule shows the monthly turnover for all departments except the School Department:

PERSONNEL TURNOVER

Fiscal Year

Oct. 1, 1954 - Sept. 30, 1955

<u>DATE</u>	<u>ADDITIONS</u>	<u>TERMINATIONS</u>	<u>NUMBER WORKING</u>
10/1/54			3,238
10/31/54	201	69	3,370
11/30/54	42	53	3,359
12/31/54	43	68	3,334
1/31/55	59	52	3,341
2/28/55	44	52	3,333
3/31/55	75	93	3,315
4/30/55	74	41	3,346
5/30/55	53	85	3,316
6/30/55	221	128	3,409
7/31/55	75	83	3,401
8/31/55	118	140	3,379
9/30/55	74	152	3,301

Number of Employees working Sept. 30, 1955	3,301
Number of Employees working Oct. 1, 1954	3,238

Net Increase:	<u>63</u>
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Number of Employees Hired	1,079
Number of Employees Terminated	1,016

Net Increase:	<u>63</u>
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DEPARTMENTAL EMPLOYEE STATUS

<u>Department</u>	<u>Allowed</u> <u>Oct. 1, 1954</u>	<u>Ordinance Changes</u> <u>During Year</u>		<u>Employed</u> <u>Sept. 30, 1955</u>
		<u>Add</u>	<u>Delete</u>	
City Clerk	10			10
Board of Canvassers	unl.			12
Probate Court	9			9
Police Court	12			12
Mayor's Office	unl.			7
Law Department	8			8
Recorder of Deeds	17			17
City Sergeant	39	1		35
Finance Director	6			6
City Controller	22			20
Tabulating Division	7			7
Employees' Retirement	4			4
City Collector	36	1		28
Water Board Collections	7			7
City Assessor	unl..			27
Purchasing Division	20			17
Municipal Garage	22			22
City Treasurer	7			7
Board of Tax Assessment Review	4			4
Comm. of Public Safety	15			15
*Police Department	632	1		578
*Fire Department	510			497
Inspector of Buildings	16			16
Sanitary Engineer	6			6
Supt. of Weights & Measures	5			5
Traffic Engineer	41			35
Public Works Admin.	4			4
Business Management	13			10
Engineering Office	33			31
Sanitation Admin.	2			2
Street Cleaning	unl.			90
Sewage Pumping	14			14
Sewage Disposal	29			29
Garbage Coll & Disposal	122			126
Refuse Coll & Disposal	28			28
Sanitation Revolving Fund	11			10

*Amounts shown do not include trainees.

DEPARTMENTAL EMPLOYEE STATUS (cont'd)

<u>Department</u>	<u>Allowed</u> <u>Oct. 1, 1954</u>	<u>Ordinance Changes</u> <u>During Year</u>	<u>Employed</u> <u>Sept. 30, 1955</u>
		<u>Add</u> <u>Delete</u>	
Construction and Maintenance Admin.	2		1
Highway	unl.		253
Bridge Maintenance	16		15
Sidewalks and Curbing	5		4
Forestry	22		21
Sewer Constr. & Maint.	unl.		96
Public Buildings	20		19
Sewer C. & M. Revolving Fund	9		8
Constr. & Maint. Revolving Fund	39		32
Public Service Admin.	3		3
Electrical Inspector	5		5
Street Lighting	1		1
Air Pollution & Smoke Abatement	7		7
Municipal Docks	11		10
Draw Bridge	20	1	19
Harbor Master	2		2
Health Administration	3		3
Vital Statistics	8		7
Communicable Disease	21		18
Child Hygiene	12		10
Home Care	1		1
Food & Milk Inspection	19		19
Environment Control	25		19
Bath Houses and Comfort Stations	49		46
Charles V. Chapin Hospital	unl.	1	314
Welfare Administration	14		10
G.P.A. Administration	93		75
Dexter Asylum	38		28
Parks Administration	4		4
Parks General & R.W. Park	unl.		108
Municipal Golf Course	unl.		13
Park Museum	7		5
Recreation Department	331	16	49
Zoning Board of Review	9		7

DEPARTMENTAL EMPLOYEE STATUS (cont'd)

<u>Department</u>	<u>Allowed</u> <u>Oct. 1, 1954</u>	<u>Ordinance Changes</u> <u>During Year</u>		<u>Employed</u> <u>Sept. 30, 1955</u>
		<u>Add</u>	<u>Delete</u>	
Building Ordinance				
Board of Review	1			1
City Plan Commission	10			10
Prov. Redevelopment				
Agency	9	2	2	9
Bureau of Licenses	8			7
Prov. Civilian Defense	unl.			3
North Burial Ground	unl.			23
**Water Supply Board	unl.			185

** Summary of all divisions

INTERVIEWS AND APPLICATIONS

Approximately 1200 applications for positions have been received and the applicants interviewed personally by the Personnel Director during the past year. It is from these applications, which are carefully screened according to qualifications, that each prospective employee is considered for employment.

VACATIONS

In addition to the supervision of other benefits to which each employee is entitled, vacation leave requests are processed daily through this office. The ever constant control over these vacations is an all important duty within the Personnel Director's schedule. The cost of vacations paid to city employees during the past fiscal year amounted to \$ 227,503.82.

INJURED EMPLOYEES

The Personnel Director is a member of the Injured Employees Board and attends each meeting held throughout the year. Each injured employees case is carefully investigated and a report of such findings is made at the succeeding meeting.

RETIREMENT

The Director of Personnel attends all meetings of the Retirement Board in an advisory capacity. Every application for extension of service in lieu of retirement is sent to this office for investigation.

Each applicant is investigated and after all factors are carefully weighed, a report is submitted to the Retirement Board for confirmation or rejection.

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