

TO THE HONORABLE THE CITY COUNCIL OF THE CITY OF PROVIDENCE:

At a meeting of the School Committee of the City of Providence, held January 13, 1958, the following resolution was adopted:

Resolution No. 318

RESOLUTION approving plans and specifications for the new Joslin Street School as designated by the architectural firm of Howe, Prout, and Ekman.

RESOLVED, That the final plans and specifications for the new Joslin Street Elementary School, as designated by the architectural firm of Howe, Prout and Ekman, abutting on Joslin Street, Florence Street and Kossuth Street, consisting of 24 blueprints, numbered as follows: Architectural 1 (2) - 6, inclusive, Structural S1-S3 inclusive, Electrical E1-E6 inclusive, Heating and Ventilating HV1-HV4 inclusive, Plumbing P1-P4 inclusive; together with the specifications as submitted on this date by Superintendent of Public Buildings William J. Maguire, be and the same hereby are approved.

Respectfully submitted,

James J. Foley
Secretary School Committee

IN CITY COUNCIL
JAN 16 1958

READ:
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED.

Deverett Wheeler
CLERK

FILED

JAN 14 3 16 PM '58

**CITY CLERK'S OFFICE
PROVIDENCE, R I**

75
REPORT OF THE COMMITTEE
ON

PAGE 1

CLAIMS AND PENDING SUITS

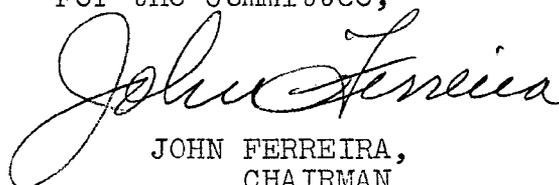
TO THE HONORABLE THE CITY COUNCIL
OF THE CITY OF PROVIDENCE

GENTLEMEN:

Your Committee on Claims and Pending Suits respectfully reports relative to the number of cases in which settlements were recommended for the quarter ended December 31, 1957. Your Committee has recommended settlement in Twenty-two cases.

Respectfully submitted,

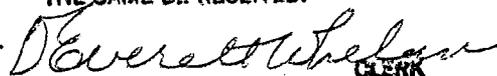
For the Committee,


JOHN FERREIRA,
CHAIRMAN

IN CITY COUNCIL

.....
READ:

WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED.


CLERK

REPORT OF THE COMMITTEE
ON

PAGE....2...

Stanley A. Abelow (Collision)	\$ 35.00
Barbara Silverman (Sidewalk)	125.00
Manuel B. Seamans (Sidewalk)	100.00
Salvatore & Carmella Pietrunti (Collision)	350.00
Harvey L. LaMonte (Highway)	250.00
Thomas J. Wilde (Collision)	25.00
The Great American Indemnity Co. (Collision)	75.00
Henry L. Budlong (Sidewalk)	25.00
Marion H. Wetherell (Collision)	30.50
Gertrude A. Doyle (Sidewalk)	302.00
Marcel Azarian (Estate Account)	6071.79
Vincenza Di Tommasi (Property)	225.00
Fain's (Property)	150.00
New England Motors (Collision)	100.00
Edmund F. & Dorothy L. O'Connell (Sidewalk)	200.00
Joseph Koppelman, d/b/a Fall River Florist Supply Co. (Collision)	150.00
Ecco Inc. (Property)	675.00
Donald J. Beagan (Sidewalk)	150.00
William P. Lero (Collision)	75.00
Liberty Mutual Ins. Co. (Collision)	236.70
Dora Ladd (Sidewalk)	100.00
Miriam Hospital Junior Auxiliary (Refund)	10.00
	<hr/>
	\$9460.99

SIXTH
ANNUAL
REPORT

1956

1957

PERSONNEL DIRECTOR
CITY OF PROVIDENCE

January 10, 1958

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 1956-1957.

This Sixth Report of the department sets forth the various activities of the department during the year ended September 30, 1957.

As this is the sixth 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,

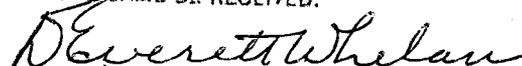

Henry J. McLaughlin
Personnel Director

IN CITY COUNCIL

JAN 16 1958

READ:

WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED.


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 3,225 employees, which represented a salary expenditure in 1956-1957 of more than \$10,587,000.00, 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:

Air Pollution & Mechanical Equipment Inspector I
Air Pollution & Mechanical Equipment Inspector II
Air Pollution & Mechanical Equipment Inspector III
Chief Inspector of Electrical Installations
Chief Inspector of Air Pollution & Mechanical Equipment
Installations
Chief Inspector of Plumbing, Drainage & Gas Piping
Chief Inspector of Structures and Zoning
Chief of Urban Renewal Planning
Director of Bldg Inspection
Electrical Inspector I
Electrical Inspector III
Physical Therapist I
Physical Therapist II
Plan Estimator
Psychiatric Social Worker
Recreation Program Supervisor
Urban Renewal Co-ordinator

CLASSIFICATIONS DELETED:

Air Pollution Regulation Engineer
Air Pollution Inspector I
Air Pollution Inspector II
Bldg. Inspector IV
Electrical Inspector
Physical Therapist
Psychiatric Social Worker I
Psychiatric Social Worker II

CLASSIFICATIONS DELETED (Cont'd):

Zoning Assistant I
 Zoning Assistant II
 Housing Co-ordinator

SALARY ADJUSTMENTS

<u>CHAP.</u>		<u>FROM</u>	<u>TO</u>
1115	Air Poll. & Mech. Equip. Insp. I	\$ ----	\$ 4,000
1115	Air Poll. & Mech. Equip. Insp. II	----	4,420
1115	Air Poll. & Mech. Equip. Insp. III	----	5,304
1115	Chief Insp. of Elec. Installations	----	8,060
1115	Chief Insp. of Air Poll. & Mech. Equip. Installations	----	6,214
1115	Chief Insp. of Plumb, Drainage & Gas Piping	----	6,214
1115	Chief Insp. of Structures & Zoning	----	6,214
1119	Chief of Urban Renewal Planning	----	7,072
1067	Clinical Director-General	9,607	10,608
1067	Clinical Director-Psychiatric	9,607	10,608
1115	Director of Bldg. Inspection	----	8,528
978	Electrical Inspector III	----	5,304
1085	Physical Therapist I	3,480M-4,308M	3,600M-4,900M
1085	Physical Therapist II	----	4,200M-4,800M
1115	Plan Estimator	----	6,214
1115	Public Service Engineer	7,072	----
1094	Recreation Program Supervisor	----	3,120
1115	Steam Engineering Examiner	3,874	4,420

SICK LEAVE

The Personnel Director directs the sick leave program throughout all city departments excepting uniformed personnel of 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 used by each employee. The cost of this program for the year ending September 30, 1957 was \$193,932.52.

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 approximately 435 authorizations were issued at a total cost of \$29,970.00.

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 952 employees were hired through this office. The terminations during the same period totaled 975. 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:

Oct. 1, 1956 - Sept. 30, 1957

<u>DATE</u>	<u>ADDITIONS</u>	<u>TERMINATIONS</u>	<u>NUMBER WORKING</u>
10/1/56			3,247
10/31/56	146	79	3,314
11/30/56	55	52	3,317
12/31/56	33	51	3,299
1/31/57	62	55	3,306
2/28/57	47	41	3,312
3/31/57	63	53	3,322
4/30/57	99	165	3,256
5/30/57	65	47	3,274
6/30/57	151	71	3,354
7/31/57	91	91	3,354
8/31/57	69	102	3,321
9/30/57	71	168	3,224

Number of Employees working Sept. 30, 1957 3,247

Number of Employees working Oct. 1, 1956 3,224

Net Decrease: 23

Number of Employees Hired 952

Number of Employees Terminated 975

Net Decrease: 23

DEPARTMENTAL EMPLOYEE STATUS

<u>Department</u>	<u>Allowed</u> <u>Oct 1, 1956</u>	<u>Ordinance Changes</u> <u>during Year</u>		<u>Employed</u> <u>Sept 30, 1957</u>
		<u>Add</u>	<u>Delete</u>	
City Clerk	10			10
Board of Canvassers	unlimited			12
Probate Court	10			9
Police Court	12			12
Mayor's Office	unlimited			8
Law Department	8			8
Recorder of Deeds	17			17
City Sergeant	40			35
Finance Director	6			6
City Controller	22			22
Tabulating Division	8			8
Employees' Retirement	5			5
City Collector	37			32
Water Board Collections	7			7
City Assessor	unlimited			25
Purchasing Division	18	1		19
Municipal Garage	23			23
City Treasurer	7			7
Board of Tax Assessment Review	4			4
Comm. of Public Safety	15			14
Police Department	661			614
Fire Department	526			504
Inspector of Buildings *	16		16	0
Sanitary Engineer *	6		6	0
Bldg. Inspection Admin.	0	13		13
Structures and Zoning	0	12		8
Plumb, Drain & Gas Piping	0	6		6
Electrical Inspection	0	6		6
Air Poll, Mech Equip & Installations	0	9		7
Supt of Weights & Measures	5			5
Traffic Engineer	42			33

* DELETED 4/19/57

DEPARTMENTAL EMPLOYEE STATUS (Cont'd)

<u>Department</u>	Allowed <u>Oct 1, 1956</u>	Ordinance Changes during Year		Employed <u>Sept 30, 1957</u>
		<u>Add</u>	<u>Delete</u>	
Public Works Admin.	4			4
Business Management	11			9
Engineering Office	33			30
Sanitation Admin.	2			2
Street Cleaning	unlimited			85
Sewage Pumping	14			14
Sewage Disposal	29			28
Garbage Coll & Disposal	122			127
Refuse Coll & Disposal	28			28
Sanitation Revolving Fund	11		1	10
Construction & Maint Admin	1			1
Highway	unlimited			238
Bridge Maintenance	16			14
Sidewalks & Curbing	5			5
Forestry	22			22
Sewer Constr & Maint	unlimited			93
Public Buildings	18			19
Sewer C & M Revolving	9			7
Cons & Maint Revolving	39			27
Public Service Admin	4		3	1
Electrical Inspector *	5		5	0
Street Lighting	1			1
Air Poll & Smoke Abatement*	7		7	0
Municipal Docks	11			9
Draw Bridge	20			19
Harbor Master	2			2
Health Administration	3			3
Vital Statistics	8			8
Communicable Disease	21			20
Child Hygiene	12			11
Food & Milk Inspection	19			18
Environment Control	26			19
Bath Houses & Comfort Sta.	49			41
C. V. Chapin Hospital	unlimited	4	3	274
Welfare Administration	13			10
G. P. A. Administration	89	8	8	76
Dexter Asylum	35			24

* DELETED 4/19/57

DEPARTMENTAL EMPLOYEE STATUS (Cont'd)

<u>Department</u>	<u>Allowed</u> <u>Oct 1, 1956</u>	<u>Ordinance Changes</u> <u>during Year</u>		<u>Employed</u> <u>Sept 30, 1957</u>
		<u>Add</u>	<u>Delete</u>	
Parks Administration	4			4
Parks General & Roger Williams Park	unlimited			123
Municipal Golf Course	unlimited			21
Park Museum	7			5
Recreation Department	378	4		51
Zoning Board of Review	9			8
Building Ordinance Board of Review	1			1
City Plan Commission	13	1		11
Prov. Redevelopment Agency	22	1		16
Bureau of Licenses	8			8
Minimum Housing Standards Div	13			13
Prov. Civilian Defense	unlimited			3
North Burial Ground	unlimited			19
Water Supply Board **	unlimited			186

** Summary of all divisions.

INTERVIEWS AND APPLICATIONS

Approximately 1,400 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 \$274,071.00.

INJURED EMPLOYEES

The Personnel Director is a member of the Injured Employees Board and attends each meeting held throughout the year. Each injured employee's 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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