

**Norwood Personnel Board
Regular Meeting Minutes
March 18, 2009**

The regular meeting of the Norwood Personnel Board was called to order at 7:05 PM on March 18, 2009 in the Drummy Room of Town Hall by David Hajjar, Chairman.

Present:

David Hajjar, Chairman
Anne Haley, Vice Chair
Willard Krasnow
Patterson Riley
John Taylor

Other Attendees:

Bill Plasko (BOS)
John Carroll (General Manager)
Mark Ryan (DPW and Engineering Director)
Bart King (Chief of Police)
Jerry Miller (Recreation Superintendant)
Malcom McDonald (Light Dept. Superintendant)

1. 02/18/09 Meeting Minutes

Members reviewed the submitted meeting notes from last month's meeting. On a motion by Anne Haley and seconded by Jack Taylor, the Board unanimously voted to accept the 02/18/09 meeting notes as submitted.

2. Public Hearing

Chairman Hajjar opened the public hearing at 7:15 PM. The purpose of the hearing was to collect public input on a draft vacation policy that was distributed in February. Notice to all Appointing Authorities and Department Heads was given via a letter dated February 19 that included a copy of the draft policy.

- John Carroll submitted a letter that indicated several concerns and conflicts with existing Town practices and bargained for contracts. The letter also indicated that the HR Director should not be the individual charged with approving all carry-over vacation requests greater than what an employee is granted as permissible.
- Several Department Heads were concerned about the contract differences in Town, where some departments allowed employees to take a prorated vacation leave in their 1st year, while other departments did not allow any vacation leave during an employee's first year.
- Several Department Heads were concerned about the contract differences in Town, where some departments allowed carry-over days while other departments did not allow any carry-over days.
- Bill Plasko and John Carroll indicated that if this policy was eventually going to be the standard for all General Government employees that ours was overly generous compared to what exists today in specific areas. This would have to be rectified in future draft language before it could be adopted or accepted.

- Several Department Heads were concerned about the ability of employees to take vacation days in half day increments, as some departments do not allow this
- There was considerable discussion about using the hire date as an employee's vacation service date or the calendar year. Bart King thought employees would lose out by using the calendar year method. Chairman Hajjar and Bill Plasko tried to explain, but it would have to be shown on paper.
- PB members Anne Haley and Will Krasnow engaged others about previous work experience and whether this should be included as experience to the Town regarding vacation leave benefits. The general feeling was that professional positions and higher should be open for Appointing Authorities to include previous public and private experience for consideration in granting more than 10 days vacation leave as their starting point.

The Board thanks all who attended. Chairman Hajjar agreed to send out the next draft in word version to all for direct input of areas in which existing contracts are stricter.

The public hearing was closed at 8:15 PM.

3. Executive Session

The Board discussed the issue of Executive Session regarding the recent meeting with members of the BOS, John Carroll, and Town Counsel concerning labors negotiations. On a motion made by Anne Haley and seconded by Pat Riley, the board unanimously voted to go into executive session at 8:20 PM by polling each member individually.

The Board reconvened the public meeting at 8:30 PM.

4. Fire Dispatcher Reclassification Discussion

The Board had an extensive discussion about the tentative rating agreed to during last months meeting after fully reviewing comparable town salary data that showed Norwood in the top 3rd.

The issue of comparable town data was determined to be a key factor for this type of reclassification request – a position evaluation. The Board's own Procedures document states:

2.5.b.ii A position evaluation is the formal process that appraises the value of each job in relation to other jobs in an organization based on an analysis of job content, comparable communities, and input of the Department Head and/or Appointing Authority.

The Board focused its attention on 2 rating categories from last month that were still open:

- Category 3 – Problem Solving, Skills, and Effort – the Board carefully reviewed the rating manual and voted 4 to 1 on rating 3.

- Category 9 - Complexity – the Board carefully reviewed the rating manual and voted 3 to 2 on rating 3.

The point total came to 248 equal to grade PS-4. The vote to adopt grade PS-4 was 4 to 1. Chairman Hajjar will draft the decision letter that will be delivered to Chief Howard and Chapter Chair Maroney. Copies of the letter will be distributed to the BOS, General Manager, FinCom, and Town Counsel.

5. EEO Policy

Chairman Hajjar distributed an updated EEO policy after receiving comments from Kathy Murphy of MHTL's office. Kathy made significant changes to the Definitions section. After agreeing to a reformatted version to be consistent with other approved personnel policies and some other minor changes, Will Krasnow moved to adopted as amended, which was seconded by Jack Taylor. The motion passed unanimously.

6. Library Trustee Meeting

The Board reviewed the meeting with the Library Trustees held on Tuesday, March 10th. Jack Taylor expressed some satisfaction with the discussion and outcome. Anne Haley had concerns about the lack of communication between HR and the Trustees before our Vacation Policy involvement. We seem to be moving in a positive direction with them and the new Library Director.

Anne Haley said she would look for a copy of the rating manual and score sheets for the HRS plan used by the Trustees. This appears to be different than the HRS General Government manual used for non-Library employees. If so, we then have 3 point factor rating systems within the Town's Classification and Compensation Plan to administer – Light Department / General Government / Library.

7. Changes to PB Procedures Document

The Board discussed a possible change to Section 7.1 of its Policy and Procedures document. The position of the Board has been to delete position descriptions from the Classification Plan that have overlapping or duplicate job responsibilities.

Recent examples were: (1) Upgrading the Planning Directors position description to include Economic Development responsibilities and then deleting the Economic Development Officer position description from the Classification Plan; (2) Combining the DPW Superintendant and Town Engineer position descriptions into a single Director of Public Works and Engineering position description. The Board then voted to delete the two previous position descriptions from the Town's Classification Plan.

The board agreed that the Policy and Procedures document needed to be changed. Chairman Hajjar volunteered to provide draft language by the next meeting.

8. Department Consolidation Process

Members discussed the lack of policy concerning what salary can be assigned an employee when a consolidation plan is implemented. Our Hiring Policy deals with new employees, but moving existing employees into a combined position has no step limits.

The Board agreed to take this issue up at a later meeting thru a possible new policy, not necessarily by amending the existing Hiring Policy.

9. Next Months Meeting

There will be another public hearing next month to formally go thru the reformatting of previously adopted policies to put them in sync with the numbering scheme adopted by the Board last year. There may also be minor wording changes to each.

On a motion made by Anne Haley and seconded by Patterson Riley, the meeting adjourned at 10:15 PM.

Next meetings:

Wednesday, April 15, 2009 6:30 PM – Dinner [Will Krasnow]
7:00 PM – Meeting
7:15 PM – Public Hearing

Wednesday, May 20, 2009 6:30 PM – Dinner [Pat Riley]
7:00 PM – Meeting