

**Norwood Personnel Board  
Regular Meeting Minutes  
April 15, 2009**

The regular meeting of the Norwood Personnel Board was called to order at 7:00 PM on April 15, 2009 in the FinCom Room of Town Hall by David Hajjar, Chairman.

Present:

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

Other Attendees:

Mark Ryan (PW and Engineering Director)  
Doris Burtman (Recycling Coordinator)  
Peter Bamber (ConCom Chairman)  
Al Goetz (Conservation Agent)  
Ramanda Morgan (HR Department)  
Jonathan Seltz (The Norwood Record Newspaper)

**1. 02/05/09 Meeting Minutes**

Members reviewed the submitted meeting notes from the February 5th meeting. On a motion by Jack Taylor and seconded by Will Krasnow, the Board unanimously voted to accept the 02/05/09 meeting notes as submitted.

**2. 03/18/09 Meeting Minutes**

Members reviewed the submitted meeting notes from the March 18th meeting. There were 2 noted spelling corrections made. On a motion by Anne Haley and seconded by Jack Taylor, the Board unanimously voted to accept the 03/18/09 meeting notes as corrected.

**3. Recycling Coordinator Position Description Review**

Members met with Mark Ryan and Doris Burtman to review the submitted Recycling Coordinator position description. The PB ruled last August that this contracted position did not meet the 3-prong test of MGL Chapter 149, Section 148B and thus needed to be converted to an employee. The PB will rate and assign a grade to the adopted position description prior to the May Town Meeting and will notify all affected parties, including Mark, John Carroll, the BOS, and the FinCom.

The position description will be rated as a full-time, but will be noted as PT20. Mark indicated this was going to be a part-time position (20 hours). This will be noted in the notification letter. There were minor changes noted and the Chairman will ask Ramanda Morgan (HR) to complete a quick education research on what Associates degree should be included.

The Board thanked Mark and Doris for attending the meeting and going through the position description.



#### 4. Public Hearing

Chairman Hajjar opened the public hearing at 7:30 PM. The purpose of the hearing was to review and update four (4) personnel policies previously adopted by the PB. Last November, the PB adopted a policy format and numbering scheme, and wanted to update older policies to be in compliance and to make other minor and/or recommended changes, as needed.

- CORI [#P-102] – the PB reviewed the 5-page policy and 2 attached documents that included recommendations by Town Counsel. Besides the format and numbering changes being proposed, the PB added language at the end of the policy regarding changes that could be made to the 2 associated documents by the HR Department. In addition, the 2 associated documents were numbered.

On a motion by Anne Haley and seconded by Will Krasnow, the board unanimously approved and adopt the proposed CORI policy with the noted updates.

- Personal Records [#P-402] - the PB reviewed the 4-page policy. There are no associated documents with this policy, although members want to discuss with Michelle a standard form that should be signed by the individual gaining access to a file for records purposes.

Besides the format and numbering changes being proposed, the PB changed language at the end of the Section 2 – Applicability to be same as other policies, per the recommendation of Town Counsel.

On a motion by Anne Haley and seconded by Will Krasnow, the board unanimously approved and adopt the proposed Personal Records policy with the noted updates.

- Vehicle Use [#P-405] – the PB reviewed the 11-page policy and 2 attached documents. Besides the format and numbering changes being proposed, the PB changed the following
  - Under Applicability - added section 2.1 to match previously adopted policy wording
  - Under Definitions – added section 3.1 to match previously adopted policy wording
  - In Section 3.2 changed Board of Selectmen to highest Appointing Authority
  - In Section 4.2 added “(within 60 days of incurred expense)” after “...timely manner...”
  - Added “Reimbursable” to the title in 5.1.c
  - In Section 5.1.f and 5.1.g.i.2 added “(within 60 days of incurred expense)” after “...timely manner...”
  - In Section 5.2.e changed “(see Attachment B)” to “document #D-110 VUP Acknowledgement Form”.
  - In Section 5.3 deleted “Work” and added “Municipal Business Purposes” in the title
  - In Section 5.3 deleted “it is strongly recommended that”, added “shall” after employees, deleted “...to 911 or to another local emergency number...” and added “Employees should pull off to the side of the road to make or receive non-hands-free telephone calls.”
  - In Section 5.3.s.ii deleted the word “motor”.
  - In Section 5.3.s.ii.7 deleted “General Manager’s office”
  - In Section 6.1 changed “(see Attachment A)” to “...document #D-109 VUP Exemption Form...”.
  - Deleted Section 6.2.d



- In Section 6.3.a changed "...is a guidance for..." to "...provides guidance to..."
- In Section 6.3.b changed "Attachment A" to "Document #D-109 VUP Exemption Form..."
- In Section 6.3.d added "...whether or not agreed upon by the..."
- In Section 6.3eb changed "Attachment A" to "document #D-109 VUP Exemption Form..."
- added language at the end of the policy regarding changes that could be made to the 2 associated documents by the HR Department. In addition, the 2 associated documents were numbered.

On a motion by Will Krasnow and seconded by Anne Haley, the board unanimously approved and adopt the proposed Vehicle Use policy with the noted updates.

- Electronic Communications and Technology [#P-401] - the PB reviewed the 5-page policy and one attached document. Besides the format and numbering changes being proposed, the PB added language at the end of the policy regarding changes that could be made to the 1 associated document by the HR Department. The 1 associated documents were numbered. In addition, the following changes were made:

- Policy name changed to Communications and Technology
- In Section 2 changed the last sentence to match previously adopted policy wording, per the recommendation of Town Counsel.
- In Section 3.5 deleted "...delicate..." and inserted "...sensitive, private or confidential ..." per recommendation of Town Counsel
- In Section 4.9 added the sentence "No employee or public official has any expectation of privacy with respect to his/her use of Town-owned or controlled communications or computer systems." Per the recommendation of Town Counsel.
- In Sections 4.10 and 4.11 added the words "or retention" after the word "...forwarding..." per the recommendation of Town Counsel.
- In Section 4.11.d added the words "or social networking" after the word "...chat..." per the recommendation of Town Counsel.
- In Section 4.11.g changed the wording to "Offensive or insensitive materials, such as topics or jokes of a sexual, ethnic or racial nature."
- Deleted Section 5.1
- In Section 5.2 changed "Department Head" to "Human Resources Department"

On a motion by Jack Taylor and seconded by Anne Haley the board unanimously approved and adopt the proposed Personal Records policy with the noted updates.

## The Public Hearing

### 5. Conservation Agent Position Description Review

Members met with Peter Bamber, Chairman of the Conservation Commission, and Al Goetz, the current contracted for individual, to review the submitted Conservation Agent position description. The PB ruled last August that this contracted position did not meet the 3-prong test of MGL Chapter 149, Section 148B and thus needed to be converted to an employee. The PB



will rate and assign a grade to the adopted position description prior to the May Town Meeting and will notify all affected parties, including Peter, John Carroll, the BOS, and the FinCom.

The position description will be rated as a full-time, but will be noted as PT24. Peter indicated this was going to be a part-time position (24 hours). This will be noted in the notification letter. There were minor changes noted and the Chairman will work with Ramanda on language changes to the Education section under Minimum Qualifications.

Board members thanked both Peter and Al for attending the meeting to review the position description.

## **6. Network Systems Engineer Description Review**

Due to Passover, Mark Redlich was unable to attend the meeting and John Carroll had e-mailed the Chairman to inform him of his unavailability.

The PB ruled last August that this contracted position did not meet the 3-prong test of MGL Chapter 149, Section 148B and thus needed to be converted to an employee. The PB will rate and assign a grade to the adopted position description prior to the May Town Meeting and will notify all affected parties, including Mark, John Carroll, the BOS, and the FinCom.

The position description will be rated as a full-time. This position description has been reviewed by the HR Director a couple of times and is in agreement with its content. There were no noted changes in language or content.

## **7. Next Meeting**

There will be a special meeting next Wednesday at 7 PM in Town Hall to complete several items before the scheduled May Special and Town Meeting, namely:

- Review the final versions of the 3 noted position descriptions examined tonight and rate them in accordance with existing PB policies and Procedures for an appropriate grade within the Town's Classification and Compensation Plan.
- Go over the 2 proposed changes to the PB's Policies and Procedures document
- Continue work on the Vacation Policy.

On a motion made by Jack Taylor and seconded by Will Krasnow, the Board unanimously voted to adjourn at 9:45 PM.

### **Next meetings:**

Wednesday, April 22, 2009    6:30 PM – Dinner [David Hajjar]  
7:00 PM – Meeting

Wednesday, May 20, 2009    6:30 PM – Dinner [Pat Riley]  
7:00 PM – Meeting  
7:15 PM – Public Hearing