

**Norwood Personnel Board
Special Meeting Minutes
May 7, 2009**

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

Present:

David Hajjar, Chairman
Anne Haley, Vice-chair
Willard (Will) Krasnow
Patterson (Pat) Riley
John (Jack) Taylor

Other Attendees:

John J. Carroll, Town Manager
Mark Redlich, Director-Computer Department

1. 04/22/09 Meeting Minutes

Members reviewed the submitted meeting notes from the April 22nd meeting. There was one (1) correction: add the total rating points of 236.5 for the Recycling Coordinator position in the 2nd paragraph under item #4.

On a motion by Anne Haley and seconded by Pat Riley, the PB unanimously approved the minutes as corrected.

2. Network Systems Engineer Position Description Review

Members reviewed the newly submitted Network Systems Engineer position description with John Carroll and Mark Redlich. Mark gave an overview of the position and explained some of the critical aspect of the job.

Minor wording changes were either added or deleted and some grammar changes were also made to the position description. On a motion made by Pat Riley and seconded by Will Krasnow, the PB unanimously approved the position description with the changes.

John Carroll asked when he and Mark would get the classification rating and corresponding salary information. Chairman Hajjar indicated it was the intent of the PB to complete the process tonight and should have a letter to him with a few days.

Members then went thru the rating process using the manual associated with General Government positions and utilized comparable Town data. Members also had salary information from salary.com and some job descriptions from other Towns, as provided by Ramanda Morgan.

On a motion by Pat Riley and seconded by Will Krasnow, the PB unanimously approved a rating of N12 for the position of Network Systems Engineer with 439 points.

Chairman Hajjar will send the appropriate letter to the BOS, FinCom, John Carroll, Mark Redlich, and the HR Director. The letter will indicate that this is a 40-hour per week position.

3. Next Meeting

The next meeting of the Personnel Board is scheduled for Wednesday, May 20th at 7 PM in Town Hall. This meeting will also include a public hearing to review and update three (3) previously adopted personnel policies that will be put in the new format and numbering system that was adopted by the PB last November.

➤ Policy reviews/updates for 5/20/09: Acting Assignment / Harassment / Alcohol and Drugs
Other items on the PB agenda:

- Go over the 2 proposed changes to the PB's Policies and Procedures document
- Continue work on the Vacation Policy (public hearing held)
- Start update of existing FMLA Policy
- Initiate the NPD Civilian Dispatcher position description review
- Develop schedule of other position descriptions to review
- Temporary/Seasonal Employment [under develop.]
- Americans with Disabilities Act Policy [under development]
- Professional Conduct Policy [under development]
- Workplace Violence Policy [under development]
- Employee Performance Awards Program [under development]

On a motion made by Anne Haley and seconded by Jack Taylor, the Board unanimously voted to adjourn at 9:25 PM.

Next meetings:

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

Wednesday, June 17, 2009 6:30 PM – Dinner [Jack Taylor]
7:00 PM - Meeting