

**Norwood Personnel Board  
Regular Meeting Minutes  
May 20, 2009**

The regular meeting of the Norwood Personnel Board was called to order at 7:15 PM on May 20, 2009 in the FinCom Room of Town Hall by David Hajjar, Chairman.

Present:

David Hajjar, Chairman  
Anne Haley, Vice-chair  
Willard (Will) Krasnow (8:45 PM)  
Patterson (Pat) Riley

Other Attendees:

Peter Bamber (ConCom Chairman)

**1. Annual vote for Chairman and Vice-chair**

The annual vote to elect a PB Chair and PB Vice-chair is held at the May regular meeting each year per the PB Policies and Procedures. After a short discussion, on a motion by Pat Riley and seconded by Anne Haley, the PB unanimously approved David Hajjar as the Chairman for the next year. On a motion by Pat Riley and seconded by David Hajjar, the PB unanimously approved Anne Haley as Vice-chair.

**2. 05/07/09 Meeting Minutes**

Members reviewed the submitted meeting notes from the special meeting held on May 7, 2009. There were 2 corrections made: (1) Wording change to a sentence that dealt with other Town job descriptions received; and, (2) Disabilities Act on page 2 was incorrectly spelled.

On a motion by Anne Haley and seconded by Pat Riley, the Board unanimously voted to accept the 05/07/09 meeting notes as corrected.

**3. Public Hearing**

Chairman Hajjar opened the public hearing at 7:25 PM. The purpose of the hearing was to review and update three (3) 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.

- Policy Against Harassment [#P-202] – the PB reviewed the 4-page policy and 1 attached document, which included recommendations by Town Counsel Kathy Murphy of MHTL LLP. This updated Policy now combines the Town's Sexual Harassment policy and other forms of harassment into one policy.

The following additional changes were made: (1) The phrase "person's Protected Status" was standardized in the document; (2) Section 3.2.c was relabeled to Section 3.3; (3) Section 3.2.d was relabeled to Section 3.4; (4) In Section 5.3.a the phrase "as soon as possible" was changed to "immediately"; and (5) The paragraph in Section 5.5 had to be indented.

On a motion by Pat Riley and seconded by Anne Haley, the board unanimously approved and adopted the proposed Policy Against Harassment with the noted updates.



- Acting Assignment Policy [#P-403] - the PB reviewed the 2-page policy and 1 attached document, which have not yet been reviewed by Town Counsel (MHTL, LLP).

This policy is being updated to deal with at least 3 issues: (1) update to the new format adopted by the PB; (2) the pay an employee is eligible for if in an acting assignment and then goes out on disability; and, (3) the indication of the proper form an employee should utilize if the want to make an appeal to the PB regarding an acting assignment.

The PB agreed to wait for Town Counsel recommendations before voting to approve and adopt a final version.

- Alcohol and Drug Policy [#P-404] – the PB reviewed the 7-page policy and 1 attached document, which have not yet been reviewed by Town Counsel (MHTL, LLP). Besides the format and numbering changes being proposed, the PB did not make any further changes.

The PB agreed to wait for Town Counsel recommendations before voting to approve and adopt a final version.

The Public Hearing was closed at 8:15 PM.

#### **4. PB Personnel Board Policies and Procedures Document**

There were 4 changes reviewed by the PB:

- Section 5.5 deals with what takes place after the PB adopts a policy.

DELETE:

5.5 After a majority vote to adopt, the Human Resources Director will distribute and oversee the implementation of new and/or revised policies.

ADD / REPLACE WITH:

5.5 After a majority vote to adopt, the Human Resources Director will be responsible to:

5.5.a Distribute the adopted policy to all Appointing Authorities and each Union within General Government via a letter containing the following language (or similar thereof) *"I am writing to let you know that the Town's Personnel Board has adopted a(n) \_\_\_\_\_ Policy effective \_\_\_\_\_ (adoption date). A copy of the policy is attached for your information and records."*

5.5.b The Human Resources Director will be responsible to ensure that the adopted policy is delivered to and received by each Appointing Authority and each Union within General Government.

5.5.c Oversee the implementation of Board adopted/issued new or revised policies.

On a motion by Anne Haley and seconded by Pat Riley the PB unanimously voted to adopt the changes to Section 5.5.

- Section 5.6 deals with the interpretation of policies.



The PB reviewed and discussed the deletion of the following wording "...will distribute policies...", as this wording is included in Section 5.5.

On a motion by Anne Haley and seconded by Pat Riley the PB unanimously voted to adopt the changes to Section 5.6.

- Section 7.1.e under Classifications deals with the amending of the Town's Classification and Compensation Plan after the Board adopts a new position description.

DELETE:

- 7.1.e After a majority vote to adopt by the Board, the Human Resources Director shall amend the Town's Classification and Compensation Plan.

ADD / REPLACE WITH:

- 7.1.e The Human Resources Director has the responsibility to amend and maintain the Town's Classification and Compensation Plan.

- 7.1.e.i If the PB adopts a new position description, rates it and grades it, after a majority vote of those PB members present and voting, the HR Director shall amend the Town's Classification and Compensation Plan to include the new position and associated information. The update should be completed as soon as possible, but no later than July 1 of the next FY.

- 7.1.e.ii If the new Classification is the result of a consolidation of, or merger of, existing positions that now make those positions void, inactive, or intentionally and permanently vacant, the HR Director shall remove the old position(s) from the Town's Classification and Compensation Plan at the time when the new position is adopted and input into the Town's Classification and Compensation Plan.

On a motion by Pat Riley and seconded by Anne Haley the PB voted unanimously voted to adopt the changes to Section 7.1.e.

- Section 7.2.j under Reclassifications deals with the amending of the Town's Classification and Compensation Plan after the Board grants an appeal of a Reclassification request.

DELETE:

- 7.2.j The Human Resources Director is responsible to oversee updates to the classification and compensation plans. The update should be completed as soon as possible, but no later than July 1 of the next FY.

ADD / REPLACE WITH:

- 7.2.j The Human Resources Director has the responsibility to amend and maintain the Town's Classification and Compensation Plan.

- 7.2.j.i If the PB grants an appeal of a Reclassification request, after a majority vote of those PB members present and voting, the HR Director shall amend the Town's Classification and Compensation Plan for that individual. The



update should be completed as soon as possible, but no later than July 1<sup>st</sup> of the next FY.

- 7.2.j.ii If the Reclassification is the result of a consolidation of, or merger of, two or more existing positions that now make those positions void, inactive, or intentionally and permanently vacant, the HR Director shall remove the old positions from the Town's Classification and Compensation Plan. The HR Director shall remove the old position(s) from the Town's Classification and Compensation Plan at the time when the new position is adopted and input into the Town's Classification and Compensation Plan.

On a motion by Pat Riley and seconded by Anne Haley the PB unanimously voted to adopt the changes to Section 7.2.j.

#### **5. Vehicle Stipends [associated with the Town's VUP (#P-405)]**

Chairman Hajjar handed out a draft Vehicle Stipend Payment Chart that could be utilized by the HR Director in determining the appropriate stipend to grant per Section 4.3 of the Town's Vehicle Use Policy.

This item was tabled to the next meeting (6/17/09) to allow member Pat Riley to gather existing available data.

#### **6. Conservation Agent – Step Appeal**

Conservation Commission Chairman Peter Bamber came to the meeting after his board met earlier tonight to discuss what step to hire Al Goetz. Peter indicated that as the AA, the ConCom voted to seek approval to hire Al at Step 5. He will be submitting the appropriate form to the HR department and then to us for approval.

The PB will take this matter up with Michelle and be prepared to decide at our June 17, 2009 scheduled meeting.

#### **7. Benefits Value Chart**

Chairman Hajjar passed out a draft document that will move us forward in identify the actual cost of Town benefits by classification grade. This document takes each benefit outlined in the Employee handbook and puts a low value (year 1 cost) and a high value (year 30 cost) for each benefit, based on what an employee is eligible.

Member Anne Haley recommended that we seek the Town costs for Medical, Dental and Retirement from Michelle Pizzi and Patty Pardy.

#### **8. Position Description Reviews and Ratings**

Per the PB's previous discussion, a letter is being sent to Bart King and Mark Redlich asking them to attend the PB's June meeting to go over Position Descriptions of the Civilian Police Dispatchers and the Computer Assistant position descriptions.

During the rating of the Civilian Fire Dispatcher and Network Systems Engineer position descriptions, it was determined a current review and possible re-rate should occur of the CPD and CA position descriptions to more accurately reflect current duties and responsibilities.



## 9. Next Meeting

The next meeting of the Personnel Board is scheduled for Wednesday, June 17<sup>th</sup> at 7 PM in Town Hall.

### Agenda Items

- Policy reviews/updates for Acting Assignment Policy and Alcohol and Drug Policy after receipt of Town Counsel recommendations.
- Scheduled to meet with Bart King on the Civilian Police Dispatcher position description
- Scheduled to meet with Mark Redlich on the Computer Assistant position description
- Continue work on the Vacation Policy (public hearing held)
- Start update of existing FMLA Policy – need Michelle to lead this
- 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 Pat Riley, the PB voted to adjourn at 9:40 PM.

### Next meetings:

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

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