

**Norwood Personnel Board
Regular Meeting Minutes
June 17, 2009**

The regular meeting of the Norwood Personnel Board was called to order at 7:20 PM on June 17, 2009 in the FinCom Room of Town Hall by David Hajjar, Chairman.

Present:

David Hajjar, Chairman
Patterson (Pat) Riley
John (Jack) Taylor

Other Attendees:

Michelle Pizzi, HR Director

1. 05/20/09 Meeting Minutes

Members reviewed the submitted meeting notes from the regular meeting held on May 20, 2009. There were 4 corrections made: (1) Delete the first "voted" word in the motion sentence on page 2; (2) Deleted the first "voted" word in the motion sentence on page 4; (3) Take out the number "6" in 7.2.j6. It should read "7.2.j"; and, (4) the last sentence on page 4 should include the words "duties and responsibilities" at the end of the incomplete sentence.

On a motion by Jack Taylor and seconded by Pat Riley, the Board unanimously voted to accept the 05/20/09 meeting notes as corrected.

2. PB Self Initiated Reclass of Position Descriptions

Michelle handed out comparable Town data and position descriptions from other Towns for review and as a comparison to Norwood's Computer Assistant and Civilian Police Dispatcher position descriptions..

Chairman Hajjar wanted to speak with Mark Redlich and Chief King, who were both asked to submit comments on the existing position descriptions, before the PB takes up this matter.

Members agreed to postpone the discussion of this issue until the next regular meeting.

3. Hiring Starting Salary Appeals/Requests

The PB was presented 2 written appeals regarding the starting salaries of the contract individuals that were to be made employees beginning 7/1/09:

- Network Systems Engineer (N12) – the appeal/request to start at Step 5 from John Carroll was reviewed in depth with Michelle Pizzi. The PB considered the current contract salary, the submitted resume and the unique situation the individual and Town are in regarding budget, the hiring policy in general, and other Town employees. The current contract salary is \$76,000/year for 35 hours per week. The PB agreed, along with Michelle, to grant the appeal and start the employee to be, Joseph Salvaggio, at Step 5 or \$66,541.47 or what ever the Step 5 salary schedule calls for beginning July 1, 2009 (FY10). Chairman Hajjar and the HR Director will send a letter to the FinCom Chair, Town Clerk & Accountant, and BOS

Chair. If approved budget funds do not contain enough salary dollars, the Appointing Authority will have to go to the FinCom to obtain the necessary funding.

- Conservation Agent (N8) – the appeal/request to start at Step 5 from the Conservation Commission was reviewed in depth with Michelle Pizzi. The PB considered the current contract salary, the submitted resume and the unique situation the individual and town are in regarding budget, the hiring policy in general, and other Town employees. The current contract salary is \$29,280/year for 24 hours per week. The PB agreed, along with Michelle, to deny the appeal and start the employee to be, Al Goetz, at Step 3 or \$29,797.46 or what ever the prorated Step 3 salary schedule calls for beginning July 1, 2009 (FY10). Chairman Hajjar and the HR Director will send a letter to the FinCom Chair, Town Clerk & Accountant, and BOS Chair. If approved budget funds do not contain enough salary dollars, the Appointing Authority will have to go to the FinCom to obtain the necessary funding.

The PB also discussed the Recycling Coordinator position, since it was brought to our attention that an appeal may be pending.

- Recycling Coordinator (N5) – this appeal/request to start at Step 5 was based on a verbal discussion with Michelle, after she spoke with John Carroll and not any hard copy of an actual appeal document. The original analysis on this position's budget impact was in error, as the current contract salary is \$24,960/year for 18 hours per week instead of what was published of \$19,164 for 15 hours per week. This potential appeal was reviewed in depth with Michelle Pizzi. The PB considered the current contract salary, the submitted resume and the unique situation the individual and town are in regarding budget, the hiring policy in general, and other Town employees. The PB agreed, along with Michelle, that if an appeal is filed by John Carroll, the employee to be, Doris Burtman, would start at Step 5 or \$22,132.94 for 20 hours per week or what ever the prorated Step 5 salary schedule calls for beginning July 1, 2009 (FY10). If the appeal is filed, Chairman Hajjar and the HR Director will send a letter to the FinCom Chair, Town Clerk & Accountant, and BOS Chair. If approved budget funds do not contain enough salary dollars, the Appointing Authority will have to go to the FinCom to obtain the necessary funding.

4. Policy Updates

- Acting Assignment Policy [#P-403] - the PB reviewed the 2-page policy and 1 attached document, which have now been updated to include the recommendations of Town Counsel, Michael Lehané of MHTL, LLC. The public hearing was held on May 20, 2009.

This policy is being updated to deal with 3 issues: (1) update to the new format and numbering scheme adopted by the PB in November 08; (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 he/she wants to make an appeal to the PB regarding an acting assignment.

On a motion by Jack Taylor and seconded by Pat Riley, the Board unanimously voted to adopt the updated Acting Assignment policy.

- Alcohol and Drug Policy [#P-404] – the PB reviewed the 7-page policy and 1 attached document, which have now been reviewed by Town Counsel, Michael Lehané of MHTL, LLP. The public hearing was held on May 20, 2009

Besides the format and numbering changes being proposed, the PB did not make any significant changes. Town Counsel made 6 minor wording changes in sections 4.1.c, 4.1.d, 4.1.e, section 5 title should reference CFR and not CF4, section 5.1.b, and 6.3 should reference section 11 not section H, which were all approved

On a motion by Pat Riley and seconded by Jack Taylor, the Board unanimously voted to adopt the updated Alcohol and Drug policy.

5. Vehicle Stipend Payment Chart [associated with the VUP (#P-405)]

The PB agreed to postpone the discussion of this issue until the next regular meeting. Pat Riley is also researching material for this discussion.

6. Benefits Value Chart

The PB reviewed the updated draft document that will indicate 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.

Michelle told members that the upper value for Sick Leave days is 25% of 150 days and not a straight 250 days. While an employee can accumulate up to 250 Sick days, the Town is only obligated to purchase back 25% of 150 days.

Michelle is also working on the values for Medical, Dental, and Retirement.

There was a discussion of how many Funeral/Bereavement Days an employee is eligible for. The Employee Handbook does not say per instance, but Michelle indicated it should. The Employee Handbook indicates 3 days for certain relatives and 5 days for certain other relatives. This needs clarification from a policy and administrative perspective.

David and Michelle will continue work on this document.

7. Policy Development

The PB agreed to continue work on the Vacation Policy next meeting. The BOS sent a letter of support for the development of a single Vacation Policy to cover all General Government employees. Bill Plasko is our direct contact. David to make contact with Bill and update him on policy status.

Listed below is a list of policies the PB wants to work on. David and Michelle to meet on a regular basis to get these policies drafted, especially the FMLA policy.

8. Org Chart Updates

The PB is almost all set to issue the next updated file. David will be meeting with Mark Ryan's office to go over PW & E charts.

9. 09 Goals and Objectives

Members agreed on goals and objectives for this year and Chairman Hajjar will send a letter to the BOS and FinCom Chairs. Michelle asked the PB to add Part-time Worker Policy to the letter. She wants benefits addressed.

9. Next Meeting

The next regular meeting of the Personnel Board is scheduled for Wednesday, July 15th at 7 PM in Town Hall.

Agenda Items

- 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)
- Update of existing FMLA Policy – need Michelle to lead this
- Develop schedule of other position descriptions to review
- Temporary/Seasonal Employment [under development]
- Americans with Disabilities Act Policy [under development]
- Professional Conduct Policy [under development]
- Workplace Violence Policy [under development]
- Employee Performance Awards Program [under development]
- Part-time Worker Policy [to be started]

On a motion by Pat Riley and seconded by Jack Taylor, the PB voted to adjourn at 10:10 PM.

Next meetings:

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

Wednesday, August 19, 2009	6:30 PM – Dinner [Pat Riley]
	7:00 PM – Meeting