

**Norwood Personnel Board
Regular Meeting Minutes
August 19, 2009**

The regular meeting of the Norwood Personnel Board was called to order at 7:05 PM on August 19, 2009 in the FinCom Room of Town Hall by David Hajjar, Chairman.

Present:

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

Other Attendees:

None

1. 07/15/09 Meeting Minutes

Members reviewed the submitted meeting notes from the regular meeting held on Wednesday, July 15, 2009. There was one grammar change made: Delete the letter "n" in the word "nand" in the first sentence on page 2.

On a motion by Will Krasnow and seconded by Anne Haley, the Board unanimously voted to accept the 07/15/09 meeting notes as corrected.

2. Board Position Description Periodic Reviews

To insure consistency in the process of any PB periodic reviews of a position description, the PB has developed a process that will be included in Section 8 of the PB Policy and Procedures document. The basic procedure will be as follows:

- a. The PB will seek written comments and updates from the appropriate Department Head and employee.
- b. The Department Head and employee(s) shall be invited to a PB hearing to review the recommended changes;
- c. The HR Department shall provide comparable Town data and comparable position descriptions to the PB for review;
- d. After hearing all input and reviewing all submitted data, the PB shall vote to approve an updated position description or leave the existing one as is.
- e. If the PB shall vote to approve an updated position description, they then also need to determine if a rerate/reclass is necessary.

After completing the review of the Civilian Police Dispatchers and the Computer Assistant, the PB shall delay further position description reviews. The PB wishes to focus on needed policy development. If a particular position description issue is brought to the attention of the PB, the PB shall decide at that time what to do and when.

Chairman Hajjar will ask Ramanda to send the PB Computer Assistant comparable town data and position descriptions. Chairman Hajjar will also ask Michelle, through a PB letter, to speak with the current employee about our possible rerate/reclass, which would not affect her salary if the rating was downgraded.

3. Civilian Police Dispatcher Position Description review

Chairman Hajjar and Chief King have not connected with regards to discussing the outstanding issues from the vote the PB completed during last months meeting. The vote was contingent upon the following:

- Page 2 was missing. Chairman Hajjar will speak with Chief King to see if this page has any proposed changes; and,
- Within his proposed changes was wording indicating the Dispatchers may have physical contact with prisoners. The Board will review other comparable Town position descriptions to see if this is common.

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

The PB reviewed and updated the draft Vehicle Stipend Payment Chart document and will send to both Bob Thornton and Bob McGuire for comments.

In addition, the PB is going to ask them for a complete list of vehicle stipend amounts being paid and to whom. The PB needs this information as part of its VUP review and to see if there is inconsistency in value determination.

Chairman Hajjar will follow up with Mr. Thornton and Mr. McGuire.

5. Benefits Value Chart

Chairman Hajjar received the Dental and Medical cost data from Michelle Pizzi. This information was plugged into the developed document. The document shows by grade by benefit the high (30 years) and low (1-year) cost based on what an employee is eligible.

The question of the Town contribution or value with regards to Retirement benefit was discussed further. Anne Haley asked that we speak with Bob Thornton. This will be done this month.

The PB would like to complete this document in time for the FinCom meeting, which has yet to be scheduled. The PB is waiting to hear back from Allan Howard.

6. Org Chart Updates

The PB is completing its 6-month update and will be sending out individual sections to appropriate Department Heads for update.

7. Policy Development

The PB spent some time discussing the merits of a single Town Vacation Policy or a multitude of policies specific to each department with a standardized set of procedures. In the end the PB agreed to continue with its current course of setting one policy.

The PB also received notification that the BOS would like a single policy to be negotiated with all Unions regarding a Vacation Policy. Bill Plasko will be working with us.

The PB agreed to send out the next draft for comment and feedback. A 2nd public hearing will be held at the appropriate time.

The PB has prioritized the policies to be developed:

- a. Vacation Policy [#P-302] (in development)
- b. FMLA Policy [#P-301] (existing being updated – need Michelle’s input)
- c. Employee Performance Awards Program [#P-501] (in development) (New)
- d. Americans with Disability Act Policy [#P-303] (New)
- e. Workplace Violence Policy [#P-407] (New)
- f. Professional Conduct Policy [#P-406] (New)
- g. Temporary/Seasonal Employment Policy (under development) [#P-103] (New)

8. Next Meeting

The next regular meeting of the Personnel Board is scheduled for Wednesday, September 16th at 7 PM in Town Hall.

On a motion by Jack Taylor and seconded by Anne Haley the PB voted to adjourn at 9:50 PM.

Next meetings:

Wednesday, September 16, 2009 6:30 PM – Dinner [Pat Riley]
7:00 PM – Meeting

Wednesday, October 21, 2009 6:30 PM – Dinner [Jack Taylor]
7:00 PM – Meeting