

**Norwood Personnel Board
Meeting Minutes
February 4, 2010**

A special meeting of the Norwood Personnel Board (PB) was called to order at 7:15 PM on Thursday, February 4, 2010 in the Drummey Room of Town Hall by David Hajjar, Chairman.

Present:

David Hajjar, Chairman
Anne Haley, Vice-chair
Willard (Will) Krasnow
Paterson (Pat) Riley

Other Attendees:

Michelle Pizzi, HR Director

1. 01/20/10 Meeting Minutes

Members reviewed the submitted draft minutes from the regular meeting held on Wednesday, January 20, 2010. The following correction was made:

- A. Section 10.B – change to read “...flow chart as part i of the policy. The one on the website was **maligned** not set up properly.”

On a motion by Pat Riley and seconded by Anne Haley, the Personnel Board unanimously voted to accept the 01/20/10 meeting minutes as corrected.

2. Position Description Evaluation Hearing

A. Civilian Police Dispatcher

Chairman Hajjar and Michelle Pizzi briefly updated the PB about a legal opinion letter being drafted to Town Council regarding the PB decision/authority with respect to Classification Plan ratings and related position salaries.

- B. The main reason for tonight’s special meeting was to complete a rating review for 5 random position descriptions, as selected by Michelle Pizzi. The objective is to rate the 5 position descriptions as they are written today to see if we concur with the grade assigned by HRS. The PB completed the following 3 reviews/ratings:

- i. Emergency Vehicle Technician/Fire Department
- ii. Executive Assistant to the General Manager
- iii. Assistant Superintendent of Public Works

The PB found that all of the reviewed position descriptions could be improved upon.

3. Policy Development

A. Policy #P-301 - FMLA Policy (updated)

While members previously approved and disseminated an updated FMLA Policy, the issue brought up last meeting by Will Krasnow regarding the 26 week military leave for a covered Service Member needs to be revisited. Town Counsel was incorrect in its opinion that this time is affected by other FMLA time taken off during the 12-month

period. At some point the PB will have to readdress and hold another public hearing to correct the policy.

B. Policy #P-407 – Workplace Violence Prevention Act Policy

Members agreed to review the next draft at the next meeting, mark up and send out to Town Council for review for a public hearing to be scheduled March 17, 2010.

C. Policy #P-302 – Vacation Policy

No action taken.

D. Policy #P-406 - Professional Conduct Policy

No action taken.

E. Policy #P-103 – Temporary/Seasonal Employment Policy

No action taken. Michelle was able to get a report from Mark Redlich that identified by work group all temporary and seasonal employees and provided this information to Chairman Hajjar. Chairman Hajjar will provide this material to all PB members for the next meeting.

4. Benefits Value Chart

No action taken.

5. Library Point Factor System

No action taken.

6. Definitions Document

No action taken.

7. Adopted Policy #P-501 – Employee Performance Recognition Policy

John Carroll has asked the BOS not to take action on the policy funding requirements until he speaks to Chairman Hajjar. John and David have yet to speak.

On a motion by Pat Riley and seconded by Anne Haley, the PB unanimously voted to adjourn at 10:20 PM.

Next meetings:

Wednesday, February 17, 2010	6:30 PM – Dinner [Jack Taylor]
	7:00 PM – Meeting

Wednesday, March 17, 2010	6:30 PM – Dinner [Will Krasnow]
	7:00 PM - Meeting