

**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

