

**Norwood Personnel Board
Regular Meeting Minutes
February 17, 2010**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:10 PM on Wednesday, February 17, 2010 in the Drummey Room of Town Hall by David Hajjar, Chairman.

Present:

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

Other Attendees:

None

1. 02/04/10 Meeting Minutes

Members will review the 2/4/10 meeting minutes next month

2. Position Description Evaluation Hearing

A. Civilian Police Dispatcher

- i. Chairman Hajjar updated the PB concerning the situation regarding the scheduled job observance of the Fire Dispatchers. Due to potential labor issues, Chief Howard requested that the PB cancel the scheduled 1/19/10 job observance, which we did.
- ii. Chairman Hajjar requested the PB go into executive session to discuss the potential labor impact of the PB rating decision. On a motion by Anne Haley and seconded by Jack Taylor, the Personnel Board unanimously voted to go into executive session. Each member was polled and agreed to the reason and voted yes. The Personnel Board came out of executive session at 8:40 PM.

3. Vehicle Stipends

Members reviewed the final town survey data and agreed upon a letter to be sent to both the BOS and FinCom outlining our findings and requesting feedback on our 2 proposed options. On a motion by Will Krasnow and seconded by Anne Haley, the PB unanimously approved Chairman Hajjar sending the letter and survey data out.

4. Policy Development

A. Policy #P-303 – Americans with Disabilities Act Policy

Members received and reviewed 2 documents related to ADA:

- i. ADA Grievance Procedures documents
 - a. Kathy Murphy of MHTL provided a final draft of the ADA Grievance Procedures document. This document is an updated version of the adopted 1992 BOS document and must be re-approved by the current BOS. Once approved, this document will be used as **Attachment A** to the PB's new ADA policy.

- b. There were several minor wording changes (“policy” to “procedure”) on page 1 that were approved by the PB over and above what MHTL recommended.
 - c. The PB reviewed and updated a letter to the BOS explaining the ADA Grievance Procedures document and asking for their approval.
 - d. On a motion by Jack Taylor and seconded by Will Krasnow, the PB unanimously approved the updated ADA Grievance Procedure document and to have Chairman Hajjar and HR Director Michelle Pizzi sign the letter to the BOS.
 - ii. New ADA Policy
 - a. Kathy Murphy of MHTL provided an updated ADA Policy based on the PB’s discussion last month, which references the BOS ADA Grievance Procedure document as Attachment A.
 - b. There were no other changes from the PB.
 - c. On a motion by Will Krasnow and seconded by Anne Haley, the PB unanimously approved the ADA Policy, pending approval of the ADA Grievance Procedure document by the BOS.
- B. Policy #P-302 – Vacation Policy
 No new updates. Michelle and Chairman Hajjar will be working on a matrix to help identify each Union contract vacation issues and then compare to the Proposed Town policy.
- C. Policy #P-407 – Workplace Violence Policy
- i. Michelle provided several other Workplace Violence Policies – Canton-Waltham-Verizon-MWRA-Westwood. Members were asked to look over them and see what should be incorporated into Norwood’s policy.
 - ii. Members agreed to name the policy “Workplace Violence Prevention Policy”.
 - iii. Chairman Hajjar sent Chief Bartley King a letter requesting any procedures his department has regarding police interaction if a workplace violence incident occurs. Chief King forwarded a copy of a letter dated 10/10/03 that he sent out. Michelle also indicated there was another letter dated 6/15/09 that Chief King sent out. Chairman Hajjar to follow up.
- D. Policy #P-406 - Professional Conduct Policy
 No action taken.
- E. Policy #P-103 – Temporary/Seasonal Employment Policy
- i. Members need to go thru draft policy for the 2/17/10 meeting. The PB would like to have this policy in place prior to the upcoming spring/summer hiring season.
 - ii. Michelle was able to get a report from Mark Redlich that identified by work group all temporary and seasonal employees. Michelle will sort the data and get the report to all members by 2/4/10.

5. Benefits Value Chart

Michelle sent Chairman Hajjar an e-mail and needs to go through the SHRM material before the PB decides on the next step.

6. Org Chart Data

No action.

7. Library Point Factor System

No action taken.

8. PB Activity Report

Chairman Hajjar provided a copy of the year-end report that identifies all the 2009 activities for the PB. Michelle will use in compiling our Annual Report.

9. Definitions Document

No action taken.

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

A. John Carroll has asked the BOS not to take action on the policy funding requirements until he speaks to Chairman Hajjar.

B. Chairman Hajjar handed out a clean process flow chart as part of the policy. The one on the website was maligned.

11. Policies and Procedures Index

An updated Policies and Procedures Index was included in each members packet.

12. Ethics

Michelle Pizzi will provide the on-line training information that needs to be taken by each PB member.

13. Benefits Coordinator

A. Michelle has been speaking with Michael Lehan of MHTL and Chairman Hajjar about reclassifying the position. It is currently covered by a collective bargaining agreement, but as a Benefits Coordinator it should be indicated as “CONFIDENTIAL” and thus would be classified as Professional, a grade N.

B. Michelle will be submitting a reclassification request to the PB next month with all the appropriate documentation.

14. Meeting with Westwood Personnel Board

Michelle is still trying to coordinate a meeting with the Westwood Personnel Board. This has been delayed a couple of times.

On a motion by Anne Haley and seconded by Jack Taylor the PB unanimously voted to adjourn at 10:40 PM.

Next meetings:

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

Wednesday, April 21, 2010	6:30 PM – Dinner [Anne Haley]
	7:00 PM – Meeting